PART TIME
EXECUTIVE VICE PRESIDENT CLERK

RESPONSIBILITIES
- Perform general clerical duties including filing, copying, faxing, answering multi-line telephone, running errands on campus, and typing
- Synchronize calendars and assist with setting up appointments for the Executive Vice President
- Create birthday cards for employees
- Other duties as assigned

QUALIFICATIONS
REQUIRED:
- High school diploma
- Computer literacy to include knowledge of Microsoft Office Suite
- Ability to work unsupervised and multi-task
- Proficient research capabilities
- Excellent communication and public relations skills
- Accuracy in daily work to include alphabetical filing
- Knowledge of general office equipment to include fax, scanner, copier, multi-line telephone, and typewriter

PREFERRED:
- One year clerical experience in college office setting

SALARY
$10.75 per hour. Up to 19 hours per week. Review of applications will begin on May 30, 2016.

APPLICATION PROCESS
Interested candidates should submit a resume and a completed official application to: applymc@midland.edu

Natasha Morgan
Director of Human Resources/Payroll
Midland College
3600 N. Garfield
Midland, Texas 79705
(432) 685-4532

Midland College Is an Equal Opportunity Employer
This position is security sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. An employment offer is contingent on completion of a satisfactory criminal background investigation.