PART-TIME INFORMATION TECHNOLOGY ASSISTANT

RESPONSIBILITIES
- General office duties including answering phones, scanning, filing and copying of documents
- Word processing/data entry
- Run errands
- Bookkeeping
- Invoicing
- Maintaining computer-related inventory
- Other duties as assigned

QUALIFICATIONS
- High school diploma or equivalent
- One year clerical and general office experience
- Good interpersonal communication and telephone skills
- Proficient in Windows 7 OS and Microsoft Office (Word, Excel, Access) and OmniPage scanning applications
- Proficient in the operation of general office equipment (computer, laser printer, copy machine, fax machine, calculator, etc.)

SALARY
$10.25 per hour. Up to 19 hours per week. Review of applications will begin November 19, 2015. Position will remain open until filled.

APPLICATION PROCESS
Interested candidates should send a resume and completed Midland College 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.