January 14, 2016

PART-TIME
RESIDENCE HALL FRONT DESK CLERK

RESPONSIBILITIES
• Monitor the front desk of the residence hall
• Performs general office duties; filing, data entry and record keeping
• Monitor physical security of the residence hall
• Night shift employees must be able to stay alert during shift
• Answer telephones and assist with guest relations
• Provide information and assistance to student residents as needed
• Maintain confidentiality of all student records
• Communicate information and instructions between the hall manager and residents
• Attend training sessions and all mandatory meetings for staff
• Other duties as assigned

QUALIFICATIONS
REQUIRED
• High school diploma or equivalent
• General computer literacy
• Basic keyboarding, data entry skills
PREFERRED
• Customer service experience
• Experience with multi-line phone

SALARY
$10.25 (day) / $11.25 (night) per hour. Up to 19 hours per week. Weekday and weekend hours. Position will remain open until filled.

APPLICATION PROCESS
Interested candidates should send a resume and completed official application. Applications should be sent 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.