

STAFF TECHNICIAN, PUBLIC SERVICE CAREERS

DATE POSITION AVAILABLE: August 2009

APPLICATION DEADLINE: July 13, 2009

APPLICATION PROCEDURE: Send letter of interest, application and resume to: Director,
Human Resources, Tyler Junior College

JOB DESCRIPTION: This is a non-exempt, full-time, twelve-month position which provides advanced office management/secretarial skills for the overall performance of duties required, which is responsible to the associate dean, public services careers for the following:

1. Monitoring, recording and assisting in the preparation of the departmental budget.
2. Providing high level office administration skills for the performance of data entry, word processing, record keeping, correspondence, and office management duties for the departmental office.
3. Maintaining statistical records for the departmental office, which includes catalog corrections, schedule corrections, institutional effectiveness reports and all other reports that may be required.
4. Scheduling meetings, appointments and maintaining daily and long-range calendar for the associate dean.
5. Recording and transcribing minutes for advisory committee meetings.
6. Performs other duties as assigned.

REQUIREMENTS/QUALIFICATIONS:

1. High school diploma or GED **required**; associate degree preferred.
2. One to three years administrative office experience.
3. Knowledge and skill to operate a personal computer **required**. Working knowledge of Microsoft Word preferred.
4. Ability to use independent judgment and initiative when appropriate in dealing with academic and student issues.
5. Ability to interact in person and by telephone with the College administration, faculty, staff and students as well as the general public.
6. Must be able to work independently and respect confidentiality.
7. Must have excellent organizational skills.

SALARY: \$18,000 annually

***This is a security sensitive position and a background check will be completed prior to hiring.**

OTHER BENEFITS: Exceptional employee benefit plan. Participation in Teacher Retirement System of Texas.

DATE OF NOTICE: June 17, 2009