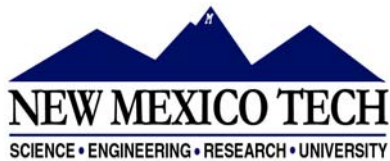


Posted: February 28, 2018



POSITION ANNOUNCEMENT

TITLE: DEPARTMENT SPECIALIST

DEPT: PRESIDENT'S OFFICE

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE: \$12.75- \$15.00

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

INTERNAL POSTING THROUGH: March 8, 2018* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB DUTIES:

Develop documents, letters, memos, and other correspondences using Microsoft Suite. Prepare travel request forms and reimbursements forms. Create a filing system and maintain office files. Assist with maintenance of President's calendar. Prepare requisitions and direct payments. Answer phones and greet and direct patrons, staff, and students. Assist in the development and coordination of activities for meetings of Board of Regents, and other events. Assist with duties for other offices as needed.

REQUIRED QUALIFICATIONS:

Formal diploma/ certificate/ degree program of 6-18 months after high school. Associate's degree or completion of program of 18+ months after high school preferred. Must be knowledgeable in Microsoft Word and Excel. Must have strong communication skills in both verbal and written areas. Must be adept in using all office equipment. Must be able to work with minimum direction and able to multi task. Must have 5 – 7 years progressive experience required.