

POSITION ANNOUNCEMENT

Posting Date: February 1, 2010

SECRETARY ADMISSIONS OFFICE

The University of Rio Grande invites applications for the position of Secretary in the University's Admission Office.

Responsibilities include, but are not limited to, performing receptionist duties, ensuring daily operation of the office of Admissions by planning and organizing office operations and procedures, providing general clerical duties and technical assistance for Admissions staff, data entry of student records, scheduling appointments and campus visits as well as processing and updating student records for admissions to the university and community college.

Must have high school diploma or equivalent. Associate Degree in secretarial science or computer technology preferred. Must have knowledge of personal and mainframe computers as well as excellent knowledge of Microsoft office software. Confidentiality a must. Good oral and written communication skills required.

All applicants must submit a letter of interest and resume including the names and addresses of three references on or before Friday, February 16, 2010 to Ms. Phyllis Mason, SPHR, Vice President of Human Resources, University of Rio Grande, P.O. Box 500, Rio Grande, OH 45674, e-mail pmason @rio.edu, fax 740-245-7972.

EEO/AA Employer