

POSTING

Monday through Friday – 5:00 p.m. – 9:00 p.m.

TITLE: ADULT EVENING SECRETARY II/ACCOUNTANT I/ WITH MARKETING SKILLS

QUALIFICATIONS: Must have a H.S. diploma or GED; at least three years experience as a secretary; be fluent in computer programs (Microsoft Access, Word & Excel); ability to work alone and organize and work with teachers; scheduling of classes, collection of tuition, make bank deposits, process applications for part-time, night-time teachers.

EMPLOYMENT TERM: 200 half-days (schedule based on UTC school calendar); first year position will start immediately.

United Technical Center is a separate entity from Harrison, Doddridge, and Taylor county schools.

SALARY: Service Personnel Secretary Salary.

Job description and performance responsibilities are on file in the office.

Please send cover letter, resume and two letters of reference to: Joan Smith, Director United Technical Center, Rt.3, Box 43-C, Clarksburg, WV 26301.

APPLICATION DEADLINE: Noon on September 6, 2011

United Technical Center is an Equal Opportunity Employer and does not discriminate on the basis of age, sex, handicap, race, color, or national origin.