

TTU will hire only U.S. citizens and aliens lawfully authorized to work in the U.S. All new employees will be required to complete an employer's verification form, I-9, no later than three (3) days from date of hire.

SECRETARY 2 – Electrical and Computer Engineering

Index 210416, Position 123456

QUALIFICATIONS:

Required: High school diploma or equivalent. One year of recent clerical or secretarial experience or the equivalent. Ability to type accurately and efficiently; ability to communicate effectively with faculty, staff, students and others; ability to work independently with minimal supervision; knowledge of business English, modern office practices, procedures, and filing systems; and experience in the use of personal computers including word-processing, spreadsheet, database and other office applications software.

Preferred: Some college study. Experience with Microsoft Office, Publisher, PowerPoint and Banner Software.

ESSENTIAL FUNCTIONS: Works under the general supervision of the Chairperson. Compile and maintain files, records, and databases of student and alumni related data. Serve as support person for the Department's assessment activities. Assist the department chairperson in the preparation of annual report and in the organization of events such as advisory board meetings. Back-up for the departmental receptionist and assist students with the registration process. Maintain departmental copy machine for maintenance and service.

OTHER FUNCTIONS: Performs other duties as assigned.

SALARY AND BENEFITS: \$X.XX per hour, \$XX,XXX annually; Clerical and Support Skill Level IV. Benefits include the initial accumulation of one vacation day per month and one sick leave day per month, and thirteen (13) University holidays. Other benefits include medical and life insurance (shared cost with the university), retirement, optional 401k and educational benefits.

APPLICATION PROCEDURE: All applicants must apply online at www.tntech.edu/jobs and will be required to electronically upload a cover letter, a resume, copies of transcripts (if applicable) (official transcripts required upon hire), and email addresses for three (3) references. Typing exam required for consideration. If you do not have an official typing score on file with TTU (kept on file for five years), please call 931-520-8733 to schedule an appointment for a typing exam. (Exam administered by the Upper Cumberland Career Center.)

APPLICATION DEADLINE DATE: (Determined by the Employment Manager)