



*Job Posting*

**Part-Time Health Sciences Clerk**

**Date Posted:** July 29, 2019

**Posting End Date:** Until Filled

Cisco College is accepting applications for the position of Part-Time Health Sciences Clerk. The position requires a high school diploma or equivalent. Prior experience in an office position is preferred. The applicant must have a strong knowledge of MS Office programs, particularly MS Word. This part-time position is authorized for 17 hours per week, is based at the Cisco College campus in Abilene and will work under the direct supervision of the Health Sciences Assistant. Applications will be accepted until the position is filled. (Please scroll down to review the complete job description for the position.) Applications are received via email, fax, and USPS, but *email is preferred*.

***Please note:*** A complete resume package must include a cover letter, completed and **signed** Cisco College Application (Application is available on the Employment Page of our website at [www.cisco.edu](http://www.cisco.edu)), resume, and unofficial copies of transcripts. Please ensure all required documents are included with your submission. Incomplete packages will be return unprocessed.

**Please submit your application to:**

**Shelli Garrett  
Director of Human Resources  
Cisco College  
101 College Heights  
Cisco, Texas 76437  
Office: 254-442-5121  
Fax: 254-442-5100  
[shelli.garrett@cisco.edu](mailto:shelli.garrett@cisco.edu)**

**Cisco College is an Equal Opportunity Employer**

# CISCO COLLEGE

## Staff Job Description

**Job Title:** Part-Time Health Sciences Clerk

**Reports to:** Health Sciences Assistant

**Last Updated:** July 29, 2019

### **Job Summary**

The Part-Time Health Sciences Clerk Is responsible to the Health Sciences Assistant. The position will provide clerical support to the Health Sciences Assistant. This position is authorized to work 17 hours per week, and it is imperative that the individual be willing to work the maximum hours allowed. Schedule is flexible based on the needs of the business and can be coordinated with the Health Sciences Assistant.

Staff members at Cisco College are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, staff members are asked to demonstrate a commitment to the comprehensive role of the community college as stated in the College Mission, and to cooperate and work harmoniously with College personnel and the public. All Cisco College employees are expected to follow College policies, rules, regulations and guidelines that relate to the specific position.

### **Primary Duties**

Assisting with clerical functions in the Health Sciences office as directed by the Health Science Assistant. May include typing, filing, copying and other duties as assigned. This individual will have access to student files for various assigned duties and must maintain confidentiality regarding proprietary information. Applicant must be proficient and accurate in keyboarding skills. Attention to detail is expected. Typing must be accurate as errors may have dire and irreparable consequences.

### **Minimum Qualifications**

1. High school diploma or GED
2. Previous office experience
3. Strong working knowledge in MS Office – mostly Word
4. Effective verbal and written communication skills