

## **Secretary for Departments of Business Administration and Physical Education**

The Division of Professional Education invites applications for a secretary to serve in the Departments of Business Administration and Physical Education to begin October 2016.

**Minimum Requirements:** Undergraduate degree in business or related field. Knowledge of keeping a department running smoothly with the ability to use technology.

**Duties:** The role is varied but the main responsibilities of the job include:

- answering telephone calls
- maintaining diaries
- arranging appointments
- taking messages
- typing and word processing
- filing
- managing databases
- prioritizing workloads
- handling correspondence
- liaising with relevant campus units

### **TO APPLY:**

Applicants should submit a cover letter (that offers an explanation of scholarly interest and teaching philosophy), application for employment (available at <http://www.stillman.edu/employment.html>), curriculum vitae, copies of transcripts, and three letters of reference to Human Resources, Stillman College, P.O. Box 1430, Tuscaloosa, AL 35403.