



POSITION NUMBER: 4412

**UNIVERSITY OF SOUTH ALABAMA
HUMAN RESOURCES
ANNOUNCEMENT OF VACANT POSITION**

TITLE: Secretary III
Regular/Full-time

Monday – Friday
8:00 a.m. – 5:00 p.m.

MINIMUM REQUIREMENTS: High school diploma or equivalent, two years secretarial and/or clerical experience, and the ability to type 35 correct words per minute.

ESSENTIAL FUNCTIONS: Prepares correspondence, requisitions, reports and other documents using a PC and/or typewriter; greets and announces visitors; answers phone and directs calls; provides information on various departmental programs; maintains office files; opens and distributes mail; organizes and compiles statistical information as needed; regular and prompt attendance; ability work schedule as defined and overtime as required.

Related duties as required.

Qualified applicants may apply in person Monday-Friday, 8:00 a.m. – 5:00 p.m. in the office of Human Resources or complete the electronic employment application forms as per the on-line Application Process instructions and send them to:

Human Resources
University of South Alabama
USA Technology & Research Park Bldg III, Suite 2200
307 University Blvd N.
Mobile, Alabama 36688-0002
jobscampus@usouthal.edu

LOCATION: Development & Alumni Relations
Main Campus

OPEN AS OF: August 1, 2008

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AN EQUAL OPPORTUNITY / EQUAL ACCESS EMPLOYER