



POSITION NUMBER: 4428

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

---

**TITLE:** Secretary V  
Regular/Full-time

Monday – Friday  
8:00 a.m. – 5:00 p.m.

**MINIMUM REQUIREMENTS:** High school diploma or equivalent, four years progressively responsible secretarial experience, and the ability to type 35 correct words per minute.

**ESSENTIAL FUNCTIONS:** Prepares correspondence, reports, brochures, and other documents using a PC and/or typewriter; maintains files; answers telephone and directs calls; coordinates and schedules the College of Nursing classrooms; opens and distributes mail; makes travel arrangements and prepares travel reimbursement forms; prepares requisitions and purchase orders; utilizes Banner to access information; supervises student assistants to include assigning duties and checking work; serves as recording secretary at meetings by taking minutes and prepares minutes in final form for distribution; coordinates data collection for accreditation reports; regular and prompt attendance; ability to 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](mailto:jobscampus@usouthal.edu)

**LOCATION:** College of Nursing  
USA Springhill

**OPEN AS OF:** August 1, 2008

**POSITION NUMBER:** 4428

---

AN EQUAL OPPORTUNITY / EQUAL ACCESS EMPLOYER