



## VACANCY NOTICE

**Posting Date: March 28, 2008**

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**POSITION:** Secretary for Alabama Math Science Technology Initiative (AMSTI)

**STARTING DATE:** May 1, 2008

**DUTIES:**

- Maintaining day-to-day operations of the office in such areas as receptionist, answering telephones, processing correspondence, preparing reports, and filing
- Assisting with planning and organizing workshops and training materials
- Assisting with budgeting
- Performing other duties as assigned that relate to the position

**QUALIFICATIONS:**

- High school diploma required
- Proficient typing skills
- Advanced computer skills including internet, email, Microsoft Office (to include Excel, Publisher, and mail merging)
- Ability to maintain confidentiality of office information
- Ability to communicate effectively
- Ability to establish and maintain positive working relationships
- Experience in working with K-12 schools preferred
- High level of interpersonal skills

**SALARY:** Athens State University Salary Schedule, E5, Grade 7 (\$22,678 - \$36,079)

**HOURS:** 40 Hours per week, 12 month position

**APPLICATION PROCEDURE:**

Applicant must submit an application package to:

Office of Human Resources  
Athens State University  
300 North Beaty Street  
Athens, AL 35611

A complete application package consists of:

- Athens State University Application of Employment
- Personal letter of application
- Resume
- At least one Letter of Work Experience in writing from current or previous employers confirming the required and/or preferred level of experience as stated in the 'Qualifications' section. All professional letters must be original, on letterhead, and signed by the writer. Upon request from the applicant, work experience verification from current employer may be delayed until an official offer of employment.

**APPLICATION  
DEADLINE:**

- Complete application packages must be received in the Office of Human Resources no later than **4:30 p.m., Monday, April 14, 2008**, to ensure consideration.
- Application materials may not be submitted via e-mail.
- Only complete application packages will be considered.

*Athens State University is an equal opportunity employer. It is the official policy of the Alabama Department of Postsecondary Education, including postsecondary institutions under the control of the State Board of Education, that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Athens State University will make reasonable accommodations for qualified disabled applicants or employees. The University reserves the right to withdraw this job announcement at any time prior to the awarding.*