

Job Title	Secretary – Research and Evaluation
Employer/ Agency	Harris County Department of Education (HCDE)
Job Description	<p>Responsible for the secretarial duties to support activities of the Research and Evaluation division.</p> <p>Duties and Responsibilities:</p> <ul style="list-style-type: none"> • Perform general secretarial duties. • Assist in organizing the routine work activities for the division. • Set up appointments and keep division calendar. • Assist in collecting and compiling information for projects, reports, bids, and proposals. • Assist with preparations for meetings and other events. • Process and maintain specialized records as required (i.e. contracts, invoices, absence reports/timesheets,). • Set up and maintain project folders, files and filing system. • Assist in the production of Accountability reports and objective summaries. • Coordinate, process, monitor receipt, and maintain inventory of purchases, supplies and equipment. Coordinate and process travel arrangements and registrations. • Assist with the processing of Institutional Review Board (IRB) Human Subjects applications and committee needs. • Draft correspondence as directed • Sort, distribute, and deliver mail and other documents. • Coordinate communications with other individuals and groups. • Maintain good public relations with department personnel, clients and the public. • Maintain confidentiality of information. • Perform other duties as assigned.
Qualifications	<p>Education/Certification:</p> <ul style="list-style-type: none"> • High school diploma or GED certificate, some college preferred <p>Special Knowledge/Skills:</p> <ul style="list-style-type: none"> • Ability to type a minimum of 50 words per minute • Proficient in the use of the English language, both oral and written • Strong writing, problem solving, organizational, and interpersonal skills essential • Detail-oriented and effective communicator • Proficient in the use of computer and software applications including, but not limited to, Microsoft Office Professional (Word, Excel, PowerPoint and Outlook) • Ability to work under tight guidelines and timelines • Self-directed in accomplishing work responsibilities <p>Required Experience:</p> <ul style="list-style-type: none"> • Minimum three years of experience providing administrative support or related experience

Salary/Hours	\$32,314 - \$38,698
Employer/Agency	Harris County Department of Education (HCDE) Research and Evaluation
Application Method	Apply online: https://apps2.winocular.com/harriscosd/jobs/ Job# 001871 Search by Job Title
Opening Date	07/14/2015

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