

University of Northern Iowa

Secretary II (06610-MC3)

DEPARTMENT:	Department of Residence
LOCATION:	University Apartments Office
APPLICATION DEADLINE:	11/10/09 (Position will be filled 01/04/10)

Salary

PAY GRADE:	08
MINIMUM HOURLY WAGE:	\$13.32
POSITION FUNDING:	Room and Board Revenue

Work Schedule

APPOINTMENT TYPE:	Full time/12 months
SCHEDULE:	Monday - Friday, 8:00 a.m. - 5:00 p.m.
SHIFT:	First Shift

Job Details

PRIMARY FUNCTION: Under general supervision, serves as receptionist for University Apartments; receives student and visitor inquiries made in person and by telephone regarding Department of Residence policies, procedures, and facilities; composes and types correspondence; maintains applications on-line; assists residents checking in and out of the apartments; maintains office supply inventory; assists in training, evaluation, and supervision of student employees. Processes all requests for payments and coordinates assignment processes.

POSITION REQUIREMENTS: Any combination of related clerical office experience, related undergraduate education, and/or post high school clerical training that is the equivalent of two years of full-time employment; and the ability to type at 40 net words per minute.

PREFERRED QUALIFICATIONS:

Application Process

Application may be obtained by downloading at:
http://www.vpaf.uni.edu/hrs/employ/merit/documents/merit_application.pdf
A hard copy Merit application is available at:
Human Resource Services
O27 Gilchrist Hall, UNI
Cedar Falls, IA.
Phone: 319-273-2422
Fax: 319-273-2927
URL: www.uni.edu UNI is a smoke free campus.
Criminal and other relevant background checks required.
Application must be received by 5:00 p.m. on Tuesday, November 10, 2010

THE UNIVERSITY OF NORTHERN IOWA IS AN EQUAL OPPORTUNITY EMPLOYER WITH A
COMPREHENSIVE PLAN FOR AFFIRMATIVE ACTION.