<table>
<thead>
<tr>
<th><strong>Job Title</strong></th>
<th>Secretary – Research and Evaluation</th>
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<tbody>
<tr>
<td><strong>Employer/ Agency</strong></td>
<td>Harris County Department of Education (HCDE)</td>
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| **Job Description** | Responsible for the secretarial duties to support activities of the Research and Evaluation division. **Duties and Responsibilities:**  
- 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**   | Education/Certification:  
- High school diploma or GED certificate, some college preferred  
Special Knowledge/Skills:  
- 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  
Required Experience:  
- Minimum three years of experience providing administrative support or related experience |
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<tr>
<th><strong>Salary/Hours</strong></th>
<th>$32,314 - $38,698</th>
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<td>Harris County Department of Education (HCDE) Research and Evaluation</td>
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<td><strong>Application Method</strong></td>
<td>Apply online: <a href="https://apps2.winocular.com/harriscosd/jobs/">https://apps2.winocular.com/harriscosd/jobs/</a> Job# 001871 Search by Job Title</td>
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<td><strong>Opening Date</strong></td>
<td>07/14/2015</td>
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