Coastal Bend College is accepting applications for a full-time Secretary.

Location: Pleasanton  
Salary: $18,693 Annually  
Begins: As soon as possible  
Requirements: A High School diploma/GED; one year secretarial work experience; Microsoft Office software and keyboarding experience; customer service experience and experience in working with student. Must have the ability to read and interpret state regulations. Filing skills in a manual and electronic format are critical. The successful applicant will work twenty (20) hours with the Nursing Department and twenty (20) hours in the Continuing Education Office.

Application deadline: Open until filled; first review February 19, 2013

In order to be considered for this position, your application packet must include the following:

1. A CBC application for employment, completed in its entirety http://www.coastalbend.edu/Employment_Opportunities/  
2. Resume with cover letter (optional)  
3. Copies of all required licenses, if applicable  
4. Copies of transcripts from all institutions attended

Coastal Bend College does not discriminate on the basis of race, creed, color, national origin, gender, age or disability.