

The University of Florida/West Florida Research and Education Center in Jay (Allentown), 4253 Experiment Rd., Hwy 182, Jay, FL 32565, has a job opening for an OPS Program Secretary.

The position is for 20 hours/week at \$15.00/hour.

Please email your resume and cover letter to Sarah Hatfield at sl.hatfield@ufl.edu

The responsibilities for this position include, but are not limited to:

- providing secretarial support for faculty and staff, answering phone calls and serving as the first point of contact for all visitors and deliveries.
- will assist with Center Events.

Minimum qualifications for the position are:

- a high school diploma and two years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.
- type at least 35 wpm.
- must have a flexible work availability to participate in events as needed.
- ability to pay attention to detail, accurately record and transfer data from logbooks to electronic spreadsheets.
- ability to communicate effectively verbally and in writing
- Organized, good time management skills, team oriented, and good interpersonal skills required.

Must have a valid Driver License - may be required to drive a state vehicle in the performance of the job to run errands or travel between WFREC sites.

THIS POSITION REQUIRES A CRIMINAL BACKGROUND CHECK.

Jay Secretary Position Description:

WFREC Service:

- Incumbent practices and fosters team spirit and positive productive relations with colleagues at the WFREC.

Reception:

- Greets visitors, receive and route incoming calls and provides information concerning faculty/staff locations and availability.
- Contact person for office mail and packages. Maintains office supply inventory and upkeep of office, machines and equipment.

Secretarial:

- General secretarial duties include but are not limited to: Copying, filing, scanning, faxing, and preparing Overnight packages for pick-up.
- assist with annual asset inventory
- coordinate graduate student dormitory reservations and upkeep
- maintain and collect Vehicle Mileage Logbooks
- other duties deemed necessary by the Center Director.

Events:

- Assist WFREC Events Coordinator with activities such as data entry into database management systems, mailings, organizing event information, registration, setup/tear-down, and evaluation surveys.

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