

APPENDIX F
SHORT VERSION ADVERTISEMENT

SAMPLE - SHORT VERSION

ADVERTISEMENT

Business and Finance - Office of Human Resources - Personnel Assistant - Level 5. Responsible to the Manager of Compensation and Training. Essential functions: types, maintains and updates computerized documents for position audits, job descriptions, and policy and procedures manuals; designs and prepares posters, training bulletins, brochures, and forms; provides secretarial support to the ETSU Retirees Association, including preparing and maintaining agendas, minutes, mailing lists, memos and newsletters; compiles, types, and prepares for distribution the Employment Opportunities; assists with conducting and preparing telephone and written compensation surveys; prepares and types correspondence, brochures, schedules and newsletters for the Career Skills Enhancement Program; assists in compiling data and typing various reports; maintains filing system; assists faculty and staff regarding university personnel policies and procedures; answers telephone, greets visitors, provides secretarial support to Manager and performs other related duties as assigned. Qualifications: graduation from a standard high school or GED required; strong interpersonal skills required; a minimum of three years responsible secretarial/clerical experience required; word processing experience required. **Submit application to Office of Human Resources, ETSU, Box 70564, Johnson City, TN 37614-0564.**