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| **POSITION ANNOUNCEMENT**  **Secretary** |

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| The **Secretary** is responsible for performing a variety of secretarial duties in support of Beasley Coliseum. The duties of this position include, but are not limited to: maintain and ensure a confidential environment, independently plan, organize and prioritize tasks. Assist staff in purchasing procedures and maintain purchasing records. Process applications and payroll; make travel arrangements; answer telephones, and respond to inquiries regarding departmental procedures and services.    **Qualifications:**  High school graduation or equivalent, AND one year of office experience requiring keyboarding or typing; OR equivalent education/experience.   * Working knowledge of word processing software, such as Microsoft Word, to create, format, edit, preview, print, save documents, and merging documents. * Experience or knowledge/skill in the use of spreadsheet software, such as Microsoft Excel, to create, modify, print, and format spreadsheets, find and replace data, and work with basic formulas and functions. * Working knowledge of Microsoft Outlook. * Ability to communicate effectively, both orally and in writing.   **Compensation and Benefits:**  $2,176 monthly. This position includes a competitive benefits package; more details here at [bit.ly/1w3OLcX](http://bit.ly/1w3OLcX) or [hrs.wsu.edu/Benefits](http://hrs.wsu.edu/Benefits)  **About:**  Washington State University conducts transformational research and provides world-class education to more than 28,000 undergraduate, graduate, and professional students. Founded in 1890 in Pullman, it is Washington’s original land-grant university, with a mission of improving quality of life. It is located in the Palouse region of Southeastern Washington, eight miles from the University of Idaho in Moscow, ID and 80 miles south of Spokane, WA. More information about our institution can be found at [bit.ly/1IB6wFv](http://bit.ly/1IB6wFv)    **The online application process must be completed by X/XX/2016.**  **Link to WSU JOBS**  *WSU is an EO/AA educator/employer* |