

# **HARRIS-STOWE STATE UNIVERSITY**

## **SECRETARY for the Office of Financial Assistance**

**Immediate opening:** Secretary reporting to the Director of Financial Aid.

**Qualifications:** Experience working in a secretarial/clerical position. Possess high level of customer service in person and on the phone. Have experience with Microsoft Word, Excel, and Outlook. Demonstrate excellent oral and written communication skills with the ability to compose letters and memoranda. Be detail orientated and have strong organizational skills. Ability to type at least 45 wpm; a typing test will be given. High school diploma or GED required. Applications will be accepted until position is filled.

Qualified candidates: Submit a resume and the names of two professional references to:

**Harris-Stowe State University  
Office of Human Resources  
3026 Laclede Avenue  
St. Louis, MO 63103  
Fax: 314-340-3395**

An Application for Employment may be downloaded off our web site [www.hssu.edu](http://www.hssu.edu) or submit your resume to [hr@hssu.edu](mailto:hr@hssu.edu)

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**