

EXTERNAL POSTING

November 11, 2003

POSITION TITLE: CWPEP Grant Secretary, Social Work Program
(Part-time, temporary), Position 04-S025

THE POSITION: Secretarial services & support for Child Welfare Professional Enhancement Program. Database building/data entry; organize files; maintain records; assist webmaster; assist with public relations; and other duties as assigned by CWPEP PI.

QUALIFICATIONS: Requires excellent computer skills including Microsoft Word, Excel, and PowerPoint; good verbal & interpersonal skills; value teamwork; good organizational skills and be a self-starter. Must be able to work afternoons.

**ANTICIPATED
START DATE:** November 24, 2003.

SALARY: Commensurate with existing salary structure.

**DEADLINE
DATE:** Review of applications will begin immediately and remain open until the position is filled.

**APPLICATION
PROCEDURE:** Apply at FlexForce, 1627 Cypress, Weatherford, OK 73096 (across from K-Bob's).

This position is contingent on continued grant funding for the project.

Southwestern Oklahoma State University is an AA/EEO employer and encourages applications from minorities and women.