

FULL TIME Staff Assistant Sr.

Department of Diagnostic and Interventional Imaging

**University of Texas Health Science Center at Houston/ Memorial Hermann Hospital
Medical Center**

To perform administrative and/or general office duties of a responsible and sometimes confidential nature. Provides superior secretarial and/or research related support of a highly responsible nature. Assumes a variety of diversified administrative functions. May have limited supervisory responsibilities. Self-reliance in use of word processing software and knowledge of advanced processing techniques.

Salary Commensurate with experience
Range \$ 26-40 K

The selected candidate for this position will provide administrative support for 5 clinical faculty. Two of the clinical faculty are in the specialty of Nuclear Medicine and three are in the specialty of body imaging. Must have the ability to multi-task.

High School Diploma/Equivalent with a minimum of five years experience in a responsible secretarial and/or clerical position. Typing 60 WPM preferred.

Prefer someone who has experience with an academic setting, medical terminology, and experience with manuscripts, exhibits and abstract submissions.