



## Frank Phillips College

### Full-Time Position Available

- POSITION:** Administrative Assistant for Office of Admissions/Receptionist
- POSITION POSTED:** August 10, 2017
- QUALIFICATIONS:** Strong organizational skills. Associates degree preferred, but not required.
- RESPONSIBILITIES:** Basic office duties.
- BENEFITS:** Frank Phillips College offers excellent benefits.
- SALARY:** Salary is based on entry-level salary schedule and experience.
- INSTRUCTIONS:** Complete the online application at [www.fpctx.edu](http://www.fpctx.edu) and attach a Letter of Application, Resume, and at least three (3) professional references. Copies of transcripts may be e-mailed to [dwells@fpctx.edu](mailto:dwells@fpctx.edu).
- FOR MORE INFORMATION:** Debra Wells, Executive Assistant to the President  
Frank Phillips College  
P.O. Box 5118  
Borger, TX 79036  
Phone: 806-457-4244 Fax: 806-457-4224

All applicants are subject to a background check.  
Frank Phillips College is an equal opportunity community college.