

SECRETARY (SENIOR):

University of Rochester Medical Center Interpreter Services Program seeks a Secretary to provide support to Managers.

Candidates must be bilingual in Spanish/English, professional, well-organized, detail-oriented, able to manage a large work volume, competent at scheduling appointments and proficient in Microsoft Office.

Requirements:

Two years post-high school education and relevant experience. Bachelor's Degree preferred.

Send resume to the
University of Rochester,
601 Elmwood Avenue, Box 650,
Rochester, NY 14642,
Attention: Administrator,

Fax (585) 273-1176 or apply on-line rochester.edu.

The University of Rochester is an Equal Opportunity Employer.