



OAKWOOD UNIVERSITY
EMPLOYEE SERVICES/HUMAN RESOURCES

NOTICE OF AVAILABLE POSITION

POSITION:

DEPARTMENT:

STATUS:

QUALIFICATIONS:

Must have a strongly expressed commitment to Jesus Christ and the teachings of the SDA Church as evidenced by regular SDA Church membership.

Must successfully complete the clerical examination with 70% accuracy, including typing speed of 40 words per minute with 70% accuracy.

BRIEF DESCRIPTION OF DUTIES:



SALARY: Commensurate with education and experience

POSTING DATE:

CLOSING DATE:

HOW TO APPLY: **Interested persons must submit employment documents electronically:**

- Download the application **in Google Chrome**
- Open application **in Adobe Reader**
- Save and send as attachment with required supporting documents listed below
- You will receive an auto reply confirmation once Employee Services has received your documents

REQUIRED DOCUMENTS:

Oakwood University participates in 

****OAKWOOD UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER****

◆ **God First** ◆

7000 ADVENTIST BOULEVARD NW . HUNTSVILLE . ALABAMA (256) 726-7274 .