

BURSAR

The University of Tampa is seeking an individual to manage the daily activities of the University's Bursar's Office. This is a key member of the Registration Task Force and supervisor of an office that is a critical contact point for faculty and staff, prospective, current and former students. Please go to www.ut.edu (directory/employment) for detailed job description.

Candidates should have: a Bachelor's degree; a working knowledge of automated accounting systems and personal computing tools; highly developed communication skills; the ability to work with a wide variety of customers; three or more years of billing and receivables experience and supervisory experience.

The University of Tampa is a medium-sized comprehensive, private independent University that serves a diverse group of learners. The University offers over 60 undergraduate majors and minors in a residentially based educational experience. The University is growing and projects enrollment of approximately 4,000 students for the fall of 2002.

Applications and resumes will be accepted immediately and until the position is filled. A complete application packet will include a letter of introduction, resume and a list of professional references.

University of Tampa
Office of Human Resources
c/o Bursar Search
401 W. Kennedy Blvd. Box G
Tampa, FL 33606-1490
humanres@ut.edu
Fax: 813-258-7455



THE UNIVERSITY
OF TAMPA

The University is an Equal Opportunity Employer