

# Notice of Job Opening

**To:** All Districts  
**From:** Amy Tipton  
**Date:** March 18, 2025  
**Re:** Temporary MSR Brownsville

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## **Temporary - Member Services Representative (MSR)**

STEMC is currently accepting applications for a temporary Member Services Representative position in the Brownsville District for approximately three (3) to four (4) months, April-August 2025.

A high school diploma or equivalent is required. Must have a basic knowledge of bookkeeping and/or accounting procedures and standard office machines. Experience handling and balancing cash is required. Basic computer literacy and experience with basic office related software is required. Experience dealing with the public is highly desirable. Applicant must be able to manage detail work accurately. Must be able to type, use a calculator and must be able to write legibly.

Applications may be submitted to any STEMC office or downloaded from our website at [www.stemc.com](http://www.stemc.com) and e-mailed to [atipton@stemc.com](mailto:atipton@stemc.com) or [sdinkins@stemc.com](mailto:sdinkins@stemc.com) by 11:30 a.m., Friday, March 28, 2025.

An Equal Opportunity Employer male, female, disabled.