Notice of Vacancy

Position: Administrative Assistant II – Student Services Office

FLSA Classification: Non-exempt

Qualifications:

- Associates degree preferred;
- Excellent communication and customer service skills;
- Must be able to relate positively with students, parents, the public and other College personnel;
- Must be self-motivated and able to handle several tasks at the same time;
- Strong computer skills required;
- Commitment to the mission of Eastern Oklahoma State College

Responsibilities:

- Perform clerical duties to support Student Services staff members;
- Perform standard office procedures including typing, filing, data entry, scheduling appointments, processing mail, answering phones, ordering supplies, etc.
- Work closely with the business Office and Financial Aid to ensure timely payments of rent;
- Work under the direct supervision of the Director of Student Life to promote a positive residence life experience, especially for dormitory residents;
- Work closely with the Maintenance Department to maintain conditions of dormitory rooms and apartment units;
- Input all campus housing purchase order requests;
- Work with Campus Police to promote safety and security in dormitories and apartments;
- Make all housing assignments and maintain lease agreements;
- Maintain accurate and up-to-date housing rosters and produce monthly occupancy reports;
- Establish and maintain student files and records related to the Student Services Office;
- Draft correspondence, memoranda, and recurring reports for signature;
- Supervise, train, and schedule student workers;
- Respond to requests for information by answering questions within scope of responsibility and making referrals to appropriate offices and staff members;
- Maintain confidentiality of student records and issues;
- Assist with special projects as needed;
- Other duties as assigned.

Length of Assignment: Twelve months w/ benefits

Salary: Entry level hourly rate $9.16 w/ benefits

Inquiries: Cindy Shero, Director of Student Life
918-465-1818 cshero@eosc.edu

Application: Submit an Eastern employment application and resume to:

Eastern Oklahoma State College
Joyce Bills, Human Resources
1301 West Main
Wilburton, OK 74578
E-mail:  jbills@eosc.edu
Fax:  918-465-4421
Website:  www.eosc.edu
Phone:  918-465-1777

Closing Date:  Employment Application materials will be accepted through November 11, 2016
Employment Date:  December 1, 2016

Eastern Oklahoma State College is an Equal Opportunity Employer (EOE) and Affirmative Action Employer (AAE)  10.11.16