

NOTICE OF VACANCY

Position: Scholarship / Testing Coordinator

Qualifications: High School diploma or an approved equivalent required, associate degree preferred. Applicant must have excellent organizational, clerical, and communication skills. Must be able to work independently and be self-directed.

Responsibilities: The position involves a wide variety of duties and responsibilities associated with the coordination of both scholarship and testing activities.

Maintain / update / adjust all scholarship records and information;
Advise students and parents on scholarship and financial aid issues;
Scholarship coordination with the Foundation Office;
Process and determine eligibility for Institutional Work Study (IWS);
Filing and record keeping of all campus testing;
Import / Export student data in Datatel system on a daily basis;
Order and prepare all purchase orders for testing supplies;
Administer, schedule and oversight for all student testing;
Help prepare and maintain multiple testing reports;
Perform other duties as assigned;

Salary: Hourly rate of pay \$10.44 w/ benefits

Inquiries: **Dr. Karen Harrison**
Vice President for Student Affairs
Phone: 918-465-1896

Application: Submit a letter of application, a current Eastern application, transcript(s), and resume' to:

Eastern Oklahoma State College
Amy Armstrong, VP Admin Services
1301 West Main
Wilburton, OK 74578

E-mail: aarmstrong@eosc.edu
Fax: 918-465-4421

Closing Date: Review of applications will begin immediately; submission of application materials are encouraged until the position is filled.

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