

NOTICE OF VACANCY

Position:	Gear Up - Data Entry Clerk
FLSA Classification:	Non-Exempt
Qualifications:	<ul style="list-style-type: none"> • Associate's degree in office technology or related field or two years' experience in related field • Strong computer and organizational skills • Detail oriented • Excellent interpersonal and communications skills • Knowledge and experience using Word and Excel • Commitment to the mission of Eastern Oklahoma State College
Responsibilities:	<ul style="list-style-type: none"> • Assist data entry clerk with data entry including students' grades; standardized test scores; enrollment forms—parent authorization, parent information, student data; In-Kind match forms, etc. • Assist with clerical duties related to the GEAR UP grant • Assist with GEAR UP camps • Assist with preparation for meetings • Other office duties as assigned
Length of Assignment:	12 months
Salary and Benefits:	\$8.53 per hour plus benefits
Inquiries:	Linda Morgan GEAR UP Program Director 918.465.1722
Application:	<p>Submit a letter of application, Eastern employment application, and résumé to:</p> <p style="text-align: center;">Eastern Oklahoma State College Joyce Bills, Human Resources 1301 West Main Wilburton, OK 74578</p> <p style="text-align: center;">E-mail: jbills@eosc.edu Fax: 918.465.4421 Phone: 918.465.1777</p>
Closing Date:	Review of applications will begin immediately; submission of applications encouraged until position is filled.

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