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.
- 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: Full-time / Twelve months

Salary: $9.16 per hour w/ benefits

Inquiries: Greg Warren, Dean of Students
918-465-1818 gwarren@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: Review of applications will begin immediately; submission of application materials is encouraged until the position is filled.

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

06/11.14