

## Notice of Vacancy

**Position:** Executive Assistant to the Vice President of Student & External Affairs

**FSLA Classification:** Non-Exempt

**Qualifications:**

- Associate degree in Administrative Office Technology or similar degree, preferred.
- Equivalent of at least two years of general office experience.
- Fundamental understanding of office procedures and accounting knowledge.
- Strong verbal and written communication skills.
- Able to deal with a variety of tasks simultaneously and prioritize project deadlines.
- Must be proficient in Microsoft Office Suite. Knowledge and experience in Adobe Creative Suite a plus.

**Responsibilities:** Perform and/or coordinate the following duties:

- Provide administrative support to the following areas: Vice President of Student & External Affairs; Office of Marketing & Communications; Business Division; Language, Humanities & Education Division.
- Monitor and manage office and paper supply inventory.
- Work with vendors to fulfill orders, coordinating all requisitions, purchase orders, invoices and payments.
- Maintain publication/marketing materials archives.
- Assist with billing, deposits and accounting records for Eastern Print & Design.
- Assist with planning and execution of campus events.
- Assist with entry-level graphic design projects.
- Other duties as assigned.

**Length of Assignment:** Twelve months w/ benefits

**Inquiries:** Trish McBeath  
Vice President of Student & External Affairs  
E-Mail: [tmcbeath@eosc.edu](mailto:tmcbeath@eosc.edu)  
Phone: 918-465-1804

**Application:** Submit a current Eastern employment application, resume and transcript(s) to:

Eastern Oklahoma State College  
Amy Armstrong, Human Resources  
1301 West Main  
Wilburton, OK 74578

E-mail: [aarmstrong@eosc.edu](mailto:aarmstrong@eosc.edu)  
Fax: 918-465-4421  
Website: [www.eosc.edu](http://www.eosc.edu)  
Phone: 918-465-1777

**Salary:** Commensurate with education and experience

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