

NOTICE OF VACANCY

POSITION TITLE: Administrative Assistant – USAO Foundation

SALARY: \$35,000.00

REPORTS TO: Director of Operations

BENEFITS: Institutional fringe package includes pension plans, life, health, dental and vision insurance

POSITION DETAILS: Full-time; FLSA Non-Exempt

HOURS: Monday-Friday; 8:00AM to 5:00PM

START DATE: Negotiable

SUPERVISORY DUTIES: Management of Foundation Office

ABOUT USAO: The University of Science and Arts of Oklahoma (USAO) is a public liberal arts college located in Chickasha, Oklahoma, about 40 minutes from Oklahoma City, and is a member of the Council of Public Liberal Arts Colleges (COPLAC). It is charged by the Oklahoma State Regents for Higher Education “to provide an outstanding general education program for the State of Oklahoma with strong offerings in the liberal arts and sciences. The experience will feature interdisciplinary team-teaching and will extend throughout the undergraduate experience.” To support this charge USAO is directed “to assemble a faculty whose interests, knowledge, and experiences transcend their specialized fields of graduate study and who are dedicated to liberal arts education.” For more information about USAO, see www.usao.edu.

POSITION SUMMARY:

The University of Science & Arts of Oklahoma Foundation seeks an experienced and detail-oriented office manager to manage and administer day to day operations. This role involves a mix of traditional administrative duties and specialized tasks related to gift processing, donor relations, and database management. The Administrative Assistant will play a critical role in maintaining accurate constituent records, generating reports, and ensuring timely donor acknowledgments.

RESPONSIBILITIES:

- Manage Foundation Office
- Perform general administrative duties, including answering phones, managing emails, scheduling meetings, and maintaining office supplies.

- Process incoming gifts and donations, ensuring accuracy in data entry and donor records.
- Generate and send thank-you letters and tax receipts to donors in a timely manner.
- Maintain and update donor and alumni records within the constituent database.
- Pull constituent information and run reports as requested to support fundraising and engagement efforts.
- Assist in preparing materials for board meetings, donor events, and other Foundation-related activities.
- Support the planning and execution of special projects and events.
- Ensure confidentiality and accuracy of donor records and financial transactions.
- Perform other duties as assigned by the Director of Operations.

QUALIFICATIONS, EDUCATION & EXPERIENCE:

- Five years of office management, administrative assistance or executive secretarial work experience required.
- Five to ten years' experience in administrative support, data entry or nonprofit fundraising is required.
- High school diploma or equivalent required; associate or bachelor's degree preferred.
- Prior experience in administrative support, data entry, or nonprofit/fundraising operations is a plus.
- Strong attention to detail and accuracy in handling data and financial transactions.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook) and experience with database management (knowledge of fundraising or CRM software preferred).
- Excellent written and verbal communication skills.
- Ability to prioritize tasks, manage deadlines, and work independently in a fast-paced environment.
- Commitment to professionalism, confidentiality, and excellent

TO APPLY:

Complete the USAO application at (<https://usao.edu/about/personnel.html>). Upon completing the USAO application, please attach a letter of interest, detailed resume, 3 professional/academic references, and any necessary transcripts to hr@usao.edu.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

This institution, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices, or procedures.

This includes, but is not limited to, admissions, employment, financial aid, and educational services.