

NOTICE OF VACANCY

POSITION TITLE: NASNTI Administrative Assistant

SALARY: \$28,000.00 (4-year, grant funded position)

REPORTS TO: NASNTI Part A Grant Director

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

POSITION DETAILS: Full-time

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

START DATE: ASAP

SUPERVISORY DUTIES: N/A

RESPONSIBILITIES:

- Assist the NASNTI Director and other project staff with clerical duties related to all facets of the project
- Maintain budgets, updating expenditures and carryover funds at least monthly
- Assist the Director with reconciling budgets with the USAO Business Office
- Conduct and maintain grant-funded inventory of equipment and supplies
- Arrange professional development travel for key personnel with Director's approval
- Responsible for data entry as needed to monitor and maintain records for the project, faculty, and students
- Work with vendors of grant-funded equipment and supplies with Director's approval
- Assist project staff with scheduling, meetings, record-keeping, agendas, and purchases as necessary

QUALIFICATIONS, EDUCATION & EXPERIENCE:

- At least 3 years of clerical or office management experience
- Proficient computer skills including Microsoft Office
- High degree of attention to detail
- Strong written and verbal skills
- Data entry experience and working knowledge of databases and office equipment
- Comfortable with routinely shifting demands
- Ability to work with and be respectful to individuals at all levels of the university, including faculty and staff, but particularly students with disabilities, Native American students, and low-income students

- Individuals from Native American communities and/or individuals who have successful experience with developing or managing programs for disadvantaged student populations, including low-income and Native American students, are strongly encouraged to apply.

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.

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.

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.

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.