

NOTICE OF VACANCY

POSITION TITLE: Nash Library Administrative Assistant

SALARY: \$22,000

REPORTS TO: Director of Nash Library

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

POSITION DETAILS: Three-quarter time.

HOURS: Monday through Friday; 10 AM to 5 PM.

START DATE: As soon as possible

SUPERVISORY DUTIES: N/A

POSITION SUMMARY:

The Library Administrative Assistant provides a wide variety of professional administrative support and services to the library staff and campus community. They may also interact with university employees including students, faculty, staff, vendors, alumni, and guests to assist with various activities and requests.

This position will work 30 hours/week or three-quarter time (.75 FTE). The position will work all scheduled calendar days during the school year.

ABOUT NASH LIBRARY:

Nash Library includes:

- Traditional print and electronic resources
- The Mo Anderson University Archives + Archival Processing Lab
- A 24/7 computer lab
- The university commuter lounge (commuters only) + student lounge (available to all students)
- A music library + podcast booth
- A makerspace
- A university museum/teaching museum
- The Student Success Center
- Plus, more!

RESPONSIBILITIES:

- Assists Director of Nash Library in maintaining reports, financial records, and purchase order history + record and track all expenditures accurately for reporting purposes.
- Creates reserve records for books and electronic resources as requested by university employees.
- Assists students, faculty, staff, and guests with finding information resources.
- Assists library team in completing projects and tasks as needed.
- Assists with cataloging and archives as needed.
- Assist with interlibrary loans as needed.
- Perform all duties to maintain all standards in accordance with the University and Nash Library policies, procedures, and core values.
- Other duties as assigned by supervisor.

QUALIFICATIONS, EDUCATION & EXPERIENCE:

- Critical thinking and problem-solving skills
- Interpersonal skills
- Ability to communicate effectively, both orally and in writing
- Ability to develop and maintain effective working relationships with students, staff, faculty, and guests.
- Ability to work independently as well as part of a team to complete multifaceted tasks.
- Highly adaptable within a collaborative environment
- Excellent attention to detail for clerical duties
- Proficiency in Microsoft Office Suites, mainly [Word and Excel]

REQUIRED:

- Minimum: Associate degree
- A minimum of 1-3 years of related work experience in clerical duties (Preferred: library experience)

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.