



Notice of Vacancy

Part Time Administrative Assistant

(2-year grant funded position of a 5-year grant)

RESPONSIBILITIES:

The Administrative Assistant to support the implementation of a federal grant will report directly to the grant program Director. They will assist the Director and Director of Instructional Technology with clerical duties related to the grant project, including but not limited to Purchase Order processing, budget and travel preparation for all grant related professional development opportunities, inventory of grant supplies and equipment, receptionist and data entry responsibilities. As well as other duties as assigned.

QUALIFICATIONS:

Experience as an Administrative Assistant and familiarity with office organization and optimization techniques. High degree of multi-tasking and time management capability. Excellent written and verbal communication skills. Integrity and professionalism. Proficiency in MS Office and Excel. High school diploma.

TO APPLY:

Submit letter of application, completed university application form, resume and list of three references to: pbrashears@usao.edu or mail to Personnel Office, University of Science and Arts of Oklahoma, 1727 W. Alabama, Chickasha, OK 73018-5322. Application review will begin immediately and will continue until position is filled.

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.

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| University of Science and Arts of Oklahoma – 1727 West Alabama, Chickasha, OK 73018 Phone: (405) 574-1333 | Fax: (405) 574-1220 |
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