



Notice of Vacancy

Admissions Office Assistant (Part-Time)

SALARY: Commensurate with qualifications and experience.

JOB SUMMARY:

The University of Science and Arts of Oklahoma seeks a dynamic professional to serve as a part-time Office Assistant. Under the direction of the Associate Director of Admissions Operations this position will assist as the primary person responsible for student tours, mailings, application intake, new document intake, and completion documents. They will also support the campus tour operation.

Responsibilities include but are not limited to:

- Prepare and mail communications to students throughout the admission process.
- Process applications for admission, as well as receive related documentation, including logging, scanning, filing, and maintenance.
- Coordinate campus tours and assist in planning and implementing visits to USAO for individual students their parents, and groups of K-12 students and their counselors/teachers
- Maintain positive telephone, electronic and in person communication with prospective students, parents and counselors.
- Collaborate with other university departments, faculty and staff to effectively manage student information.
- Additional duties as assigned

REQUIRED QUALIFICATIONS:

- Ability to work with a wide range of people
- Strong public speaking, written and interpersonal communication skills
- Detail Oriented
- Customer service oriented
- Computer skills
- Professional demeanor

PREFERRED QUALIFICATIONS:

- Two plus years of professional work experience

Benefits: This position does not include full-time benefits however, it does include the accrual of part-time vacation and sick days.

TO APPLY:

Submit a letter of interest, detailed résumé with 3 professional/academic references, completed University application form and copies of transcripts to: Personnel Office, University of Science and Arts of Oklahoma, 1727 W. Alabama, Chickasha, OK 73018-5322. Application review will begin August 23 and will remain open 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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