

NOTICE OF VACANCY

Administrative Assistant for Nash Library

September 7, 2022

STARTING DATE: Fall 2022

SALARY: \$22,000.00 + Benefits; this position is ¾ time (.75 FTE)

JOB 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. This position will function Monday through Friday (some evenings and weekends may be required).

ABOUT NASH LIBRARY:

Nash Library includes:

- Traditional print and electronic resources
- The university archives and digital archives 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 Education Room
- The Student Success Center
- Plus, more!

ESSENTIAL DUTIES and RESPONSIBILITIES:

- Maintains 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
- Prepare and process serials and microfilm
- Help prepare presentations with library team as needed
- Assist students, faculty, staff, and guests with finding information sources
- Assist library team in completing projects and tasks
- Assist with cataloging, acquisitions, archives, and interlibrary loans as needed
- Perform all duties to maintain all standards in accordance with the University and Nash Library policies, procedures, and core values
- Helps coordinate library quarterly newsletter
- Other duties as assigned by supervisor

QUALIFICATIONS:

- 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]
- Minimum: Associates Degree; Preferred: Bachelor's Degree
- A minimum of 2-3 years of related work experience in clerical duties; Preferred: library experience

TO APPLY:

Complete the Science & Arts application (<https://usao-gcgxy.formstack.com/forms/employment>), submit a letter of intent/interest, detailed resume, three professional references and copies of transcripts to hrapps@usao.edu. You may also mail them to the Human Resources Office, University of Science and Arts of Oklahoma, 1727 W. Alabama, Chickasha, OK 73018-5322 ATTN: HR Office.

Application review begins immediately and will continue until the position is filled.

Employment is contingent upon the results of a national criminal and sex offender background check.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The University of Science and Arts of Oklahoma is an equal opportunity, affirmative action institution. Science and Arts welcomes applications without regard to age, race, gender (including pregnancy), national origin, disability, religion, marital or parental status, protected veteran status, military service, genetic information, sexual orientation, or gender identity. Persons must have proof of legal authority to work in the United States on the first day of employment.

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.