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## **Notice of Vacancy**

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April 22, 2021

### **STUDENT SERVICES SPECIALIST Student Services**

**RESPONSIBILITIES:** The Student Services Specialist serves as part of the Student Services team under the supervision of the Dean of Students within the Division of Enrollment Management and Student Affairs at the University of Science & Arts of Oklahoma.

Responsibilities include but are not limited to:

- Act as the liaison between external/internal clients holding events on campus; communicates university and departmental policies to those seeking to reserve space on campus
- Coordinate with technology services, custodial, food services, security, and other university departments to ensure all aspects of events run efficiently
- Work closely with the Dean of Students on tasks and projects as assigned
- Provide excellent customer service by assisting university constituents in all aspects of their interactions
- Perform a variety of clerical duties in support of assigned functions; order and maintain supplies and materials; research and compile information as required
- Answer telephones and provides information and assistance; explains departmental policies, procedures, and functions according to established guidelines
- Process housing requests and billing in a timely manner
- Provide general information to students regarding housing, student IDs, student life, counseling, disability, security, and other student services
- Establish and maintain a variety of files and records; maintain confidentiality of information and records; maintain databases and files
- Train and provide work direction to student employees as assigned
- Generate ID cards and assist with maintaining the Drover Card system
- Assist with planning and coordinating programming initiatives that enhance the student experience
- Represent USAO in the most positive manner with prospective, former, and current students, and the community we serve
- Perform related duties as assigned

**QUALIFICATIONS:** The ability to work with a wide range of people with varied and diverse backgrounds; the ability to communicate effectively; strong organizational ability; experience using Microsoft Office applications and the willingness to learn administrative or other work-related software. A Bachelor's degree from an accredited institution is preferred; The position may require occasional evening/weekend work.

**TO APPLY:** Submit letter of application, detailed resume, copies of college transcripts, completed USAO application form and a contact list for three (3) professional references to the Personnel Office, University of Science and Arts of Oklahoma. 1727 W. Alabama, Chickasha, OK 73018-5322. Application review begins May 17, 2021, and will continue until the position is filled. Official transcripts will be required prior to a start date if candidate is selected.

#### **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.

**Phone: 405-574-1333**

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