PART-TIME HOURLY POSITION
ANNOUNCES AN OPENING IN THE PRESIDENT’S AREA
HUMAN RESOURCES/AAO

POSITION: ADMINISTRATIVE ASSISTANT, HUMAN RESOURCES (PART-TIME)

DESCRIPTION OF DUTIES: Perform a variety of administrative responsibilities for the Executive Director, Human Resources/AAO. Provide the highest level of customer service by greeting internal and external customers and answering telephone calls on a multi-line telephone system. Maintain a presentable reception area to ensure a welcoming, positive atmosphere. Type memorandums, letters, reports, instructional materials and other types of business correspondence as instructed. Take messages and route calls and visitors to appropriate individual or department. Schedule appointments and meetings for the Executive Director, Human Resources/AAO. Review the accuracy of employment applications, resumes, transcripts and other related information submitted by applicants. Transmit copies of completed application materials to appropriate areas regarding part-time hourly and adjunct employment. Receive, sort and distribute office mail. Maintain applicant tracking information in appropriate binder, HR database and in the PeopleSoft HCM system. Assist in the copying of applicant pools, job postings and other HR-related correspondence. Assist in ensuring compliance with the I-9 pre-employment eligibility verification process. Regular attendance is an essential function of this position. This is a part-time hourly position up to 25 hours per week. The hours are variable and may require some evenings and weekends.

MINIMUM QUALIFICATIONS: High School Diploma or equivalent. One (1) year of responsible office administrative or customer service related experience. Ability to multi-task and organize numerous projects. Accurate typing, proofreading and editing skills. Proficiency with computers and MS Office (Word, Excel and Outlook). Proper telephone etiquette. Excellent communication, interpersonal and organizational skills. Ability to maintain the highest degree of professionalism and the strictest of confidentiality at all times. Light lifting up to 10 lbs and light carrying up to 10 lbs. Sufficient manual dexterity for word processing and data entry. Visual acuity sufficient to identify original documents. Ability to reach above shoulder. Periods of time spent sitting, standing, walking, kneeling, bending and stooping.

SALARY: $10.00 per hour (up to 25 hours per week)

APPLICATION DEADLINE: UNTIL FILLED

Please submit application materials by the announced deadline. The original signed Rose State College application form and unofficial degree conferring transcripts must be received by this office for formal consideration; however, should an offer of employment be extended, official transcripts are required.

All finalists may be subject to a background check and/or drug test.

(POSTED ON JUNE 05, 2015)

Must be eligible to work in the United States
An Equal Opportunity Employer

In accordance with the Americans with Disabilities Act, reasonable accommodations in the application process will be provided upon written request.

http://www.rose.edu/job-listings

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