ANNOUNCES AN OPENING IN WORKFORCE AND COMMUNITY DEVELOPMENT

WORKFORCE AND COMMUNITY DEVELOPMENT

POSITION: ENVIRONMENTAL TRAINING ASSISTANT (PART-TIME)

DESCRIPTION OF DUTIES:
Perform general clerical and administrative tasks required for the operation of the Environmental Training program. Enroll students in non-credit classes in the Oklahoma Environmental Training Center (OETC) Programs/Classes, included but not limited to water/wastewater classes, EPA Grant Orientations, and Apprenticeship Classes. Assist with the planning and preparation of OETC Water/Wastewater Training Classes, as well as registration activities. Manage supplies and recommend purchases for the environmental programs. Assist in the promotion of OETC to the community. Assist with scheduling of OETC trainers for programs and provide support to them as needed for preparation of class materials. Assist with class completion processing including but not limited to producing certificates of completion for participants. Communicate verbally and electronically with State agencies and local municipalities for training services and training notifications. Other duties as assigned.

MINIMUM QUALIFICATIONS:
High School Diploma or equivalent. One year experience working in an office setting. Accurate typing, proofreading and editing skills. Good communication, interpersonal and organizational skills. Proficiency with computers and MS Office (Word, Excel and Outlook). Must be detail and goal-oriented. Must be able to multi-task and exhibit flexibility with often changing tasks. Display the highest degree of professionalism and responsibility at all times.

DESIRED QUALIFICATIONS:
Two years experience working in a fast-paced office.

SALARY: $10.72 per hour

APPLICATION DEADLINE: January 22, 2016

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.

Candidate selected will serve a probationary period. All finalists may be subject to a background check and/or drug test.

(POSTED ON 14 Jan 2016)

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.

https://www.rose.edu/content/about-us/our-college/human-resources/job-listings/

HUMAN RESOURCES/AAO (405) 733-7979

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