ANNOUNCES AN OPENING IN STUDENT AFFAIRS & MARKETING
VICE PRESIDENT'S OFFICE

POSITION: ADMINISTRATIVE ASSISTANT TO THE VICE PRESIDENT

DESCRIPTION OF DUTIES:
Serve as assistant for planning, initiating, and carrying to completion advanced clerical and administrative activities as required for the operation of the Student Affairs area at Rose State College. Prepare, compile, coordinate, and finalize monthly board agenda materials and staff analysis for Student Affairs. Calculate and proof salaries and benefits for employees in Student Affairs during the annual budget process. Compose and draft routine correspondence such as memorandums, letters, and reports for the Vice President and Student Affairs area. Schedule appointments, arrange meetings, and manage calendar for Vice President. Serve as recording secretary for various Board Committees and Student Affairs meetings. Independently gather, assemble, and summarize information and data for administrative consideration and approval. Supervise and maintain a comprehensive filing and records system. Oversee and manage archival of various documents and files. Assist in the preparation of the Campus Master Plan documents and long-range capital planning documents for submission to the Rose State College Board of Regents and Oklahoma State Regents for Higher Education. Responsible for making travel arrangements for Vice President and overseeing air-travel reservations for Student Affairs personnel. Transmit instructions and messages from Vice President to the staff and faculty of Student Affairs. Regular attendance is an essential function of this position. Serve as a notary public. Research and provide information to the staff, students, and customers of Student Affairs. Perform other related duties as assigned. This position is subject to random drug testing as set forth in the College’s Policies and Procedures Manual.

MINIMUM QUALS: Associate’s Degree or equivalent. Five years responsible office administration experience including supervision of others. Accurate typing, proofreading and editing skills. Excellent telephone etiquette, written/oral communication, interpersonal and organizational skills. Proficiency with computers and MS Office (Word and Outlook). Light carrying up to 10 lbs and light lifting up to 10 lbs required. Ability to reach above shoulder. Periods of time spent sitting, standing, walking, kneeling, bending and stooping. Certification of skill test(s) required. Please contact Human Resources at (405) 733-7979 to schedule required test(s).

DESIRED QUALS: Bachelor’s Degree or equivalent. Six years of advanced office administration experience.

SALARY: $26,400 - $28,000

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.

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

(POSTED ON MAY 26, 2016 – revised June 9, 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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