ANNOUNCES AN OPENING IN ACADEMIC AFFAIRS (revised)
SOCIAL SCIENCES DIVISION

POSITION: DIVISION SUPPORT ASSISTANT, OFFICE AND CLASSROOMS

DESCRIPTION OF DUTIES: Assist with ensuring that the Division is prepared for class to include room arrangement in the classrooms; classroom technology operation, compliance with safety standards in the building, requested class materials are available in a timely manner, and Division Office coverage, as needed. Ensure that classrooms are ready for class which may include table/chair arrangement, monitoring information on bulletin boards to be sure it is college approved, and/or appropriate technology is functioning. Ensure that Division copy work is taken to or retrieved from the mailroom and deposited in appropriate location. Keep Dean/Associate Dean informed of need for repair and or replacement of equipment. Facilitate HelpDesk requests in a timely manner. Monitor the Division Computer Lab during operational hours when required. Under the direction of the associate dean or campus safety/security staff, assist with emergency responses, when required. Staff the Division Office to include answering the phone, taking messages, and/or providing directions to students, faculty, visitors and/or co-workers. Provides exceptional customer service and communication to both internal and external customers. Regular attendance is an essential function of this position. May supervise hourly and/or work study employees. The typical hours for this position are Monday-Friday, 11 AM – 8 PM. This position is subject to random drug testing as set forth in the College’s Policies and Procedures Manual.

MINIMUM QUALIFICATIONS: High School Diploma or equivalent. Two years of facility maintenance, office, clerical or customer service related experience. Good organizational skills. Good 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.

DESIRED QUALIFICATIONS: Associate’s Degree or equivalent. Three years of facility maintenance, office, clerical or customer service related experience.

SALARY: $20,250 - $21,850

APPLICATION DEADLINE: JULY 14, 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 June 16, 2016 – revised 6-20-2016)

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
6420 SE 15th STREET ~ MIDWEST CITY, OK ~ 73110-2799