

NOTICE OF VACANCY

POSITION TITLE: Administrative Assistant - School of Arts and Humanities

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**SALARY:** \$32,000.00; commensurate with experience

**REPORTS TO:** Dean of the School of Arts and Humanities

**BENEFITS:** Institutional fringe package includes health, dental, and vision coverage, life insurance, FSA, and retirement plans. Paid sick and annual leave

**POSITION DETAILS:** Full-time

**HOURS:** 40 hours per week as scheduled by the Dean

**START DATE:** July 1, 2025, or TBD

**SUPERVISORY DUTIES:** Train and supervise work-study students within the School of Arts & Humanities, if applicable.

## **POSITION SUMMARY:**

The Administrative Assistant provides high-level administrative support to the Dean and the School of Arts and Humanities. This role requires a proactive, organized individual with excellent communication skills, capable of managing a variety of administrative, budgetary, and academic support tasks. The position also includes oversight of student workers and collaboration with faculty and staff to ensure efficient operations within the school.

## **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Manage the day-to-day tasks and serve as the primary point of contact for the School of Arts & Humanities Office.
- Manage the Dean's calendar, schedule meetings, and coordinate travel arrangements.
- Draft correspondence, reports, agendas, and meeting minutes as needed.
- Acts as a liaison with individuals, committees, and members of the campus community on behalf of the School of Arts & Humanities.
- Provide support for faculty and staff within the School.
- Prepare and process purchase orders, requisitions, and book/supply orders in accordance with university policies.
- Monitor departmental budgets, reconcile accounts, and assist with tracking expenditures.
- Provides drafts of financial, statistical, narrative, or other reports as needed.
- Communicate with vendors and university procurement personnel as needed.

- Assist with preparing reports, including faculty teaching load/course hours and enrollment data.
- Support the Dean and department coordinators with course scheduling and room assignments.
- Coordinate logistics for events, meetings, and special projects related to the school.
- Ensure timely and accurate completion of work assignments.
- Maintain organized filing systems (electronic and physical).
- Ensure compliance with university policies and procedures.
- As directed by the Dean and on behalf of the School of Arts & Humanities, prepare all necessary information, documentation, and correspondence for Academic Affairs.
- Compiles data based on research techniques and statistical compilations involving an understanding of the organization and its faculty environment.
- Knowledge and experience in performing internet-based data and information searches.
- Works with other departments to complete surveys and reports.
- Supervise and train office work-study students, if applicable.
- Perform other duties as assigned to support the mission of the School of Arts & Humanities.

**QUALIFICATIONS, EDUCATION & EXPERIENCE:**

- Administrative experience is highly preferred.
- A minimum of three (3) years of administrative or office support experience is required, preferably in an academic setting.
- Associate's degree required; Bachelor's degree highly preferred
- Experience with budgeting and procurement processes is highly desired.
- Must demonstrate record of or an aptitude for effectively interacting with a diverse and complex public audience and maintaining a courteous disposition under stressful circumstances.
- Successful candidate must also demonstrate a high degree of independent initiative and self-direction and observe high standards of personal and professional integrity.

**SKILLS & ABILITIES:**

- Excellent verbal and written communication skills, including editing for spelling, grammar, and punctuation.
- Excellent interpersonal and negotiation skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.

- Proficient with Microsoft Office Suite or related software; Must be capable of adapting to new software and other emerging technologies.
- Ability to learn and utilize university systems.
- Must be trustworthy and able to discern and secure confidential information.
- Comfortable with routinely shifting demands.
- Must have excellent public relations skills.
- Courteous and professional attitude and appearance required.
- The administrative assistant must assume responsibility without direct supervision, display initiative and creativity, exercise good judgment, maintain absolute confidentiality, and make decisions within the scope of assigned authority.
- Ability to work with and be respectful to individuals at all levels of the university, faculty, staff, and students from widely diverse populations.

**PHYSICAL DEMANDS:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this position, the employee is frequently required to communicate verbally and aurally. The role also requires the ability to see clearly at close range.
- The employee is frequently required to sit or stand for extended periods.
- Prolonged periods of sitting at a desk and working on a computer.

**WORK ENVIRONMENT:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.
- Full-time, on-campus position in a professional academic office.

**TO APPLY:**

Complete the USAO application at ( <https://usao.edu/about/personnel.html> ). When completing the USAO application, please attach a letter of interest, detailed resume, 3 professional/academic references, and any necessary transcripts.

**ABOUT USAO:**

The University of Science and Arts of Oklahoma (USAO) is a public liberal arts college located in Chickasha, Oklahoma, about 40 minutes from Oklahoma City, and is a member of the Council of Public Liberal Arts Colleges (COPLAC). It is charged by the Oklahoma State Regents for Higher Education “to provide an outstanding general education program for the State of Oklahoma with strong offerings in the liberal arts and sciences. The experience will feature interdisciplinary team-teaching and will extend throughout the undergraduate experience.” For more information about USAO, see [www.usao.edu](http://www.usao.edu).

**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.