

NOTICE OF VACANCY

Position Title: Administrative Assistant-Student Support Services Program

SALARY: \$20,000.00

REPORTS TO: Program Director -Student Support Services

BENEFITS: N/A

POSITION DETAILS: Part-time; FSLA Exempt

HOURS: 20 hours per week

START DATE: On or before December 1, 2025

SUPERVISORY DUTIES: N/A

POSITION SUMMARY: The Administrative Assistant is a part-time, 12-month staff position with funding anticipated through September 24, 2030, contingent upon continued grant support. This position provides comprehensive administrative and clerical support to the Student Support Services (SSS) Program. Reporting directly to the Program Director – Student Support Services, this position assists the Director and project staff in carrying out all aspects of the program's operations and compliance requirements.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Assist the Director and other project staff with clerical duties related to all facets of the program
- Maintain budgets, updating expenditures and carryover funds monthly
- Assist the Director with reconciling budgets with the USAO Business Office
- Conduct and maintain grant-funded inventory of equipment and supplies
- Responsible for data entry as needed to maintain records required by the USDE
- Assist project staff with scheduling, meetings, record-keeping, agendas, and purchases as necessary
- Other duties associated with position

QUALIFICATIONS, EDUCATION & EXPERIENCE:

- 2 years of clerical or office management experience preferred
- Proficient computer skills including Microsoft Office
- High degree of attention to detail
- Data entry experience and working knowledge of databases and office equipment
- Ability to work with individuals at all levels of the university, including faculty and staff
- Demonstrated ability to maintain confidentiality
- Experience working with disadvantaged students

Preference given to applicants with backgrounds identical or similar to that of SSS participants

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 accommodation may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to talk and hear.
- Specific vision abilities required by this job include close vision.
- 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 accommodation may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually low to moderate.

TO APPLY:

Complete the USAO application at (<https://usao.edu/about/personnel.html>). When completing the USAO application, please attach a letter of interest, a detailed resume, three (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. To support this charge USAO is directed “to assemble a faculty whose interests, knowledge, and experiences transcend their specialized fields of graduate study and who are dedicated to liberal arts education.” For more information about USAO, see 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.

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided with resources for reporting.