

NOTICE OF VACANCY

September 15, 2021



Administrative Assistant **Vice President for Academic Affairs**

SALARY: \$30,000.00

BENEFITS: Excellent fringe package includes pension plans and life, health, dental and vision insurance.

STARTING DATE: October 2021

RESPONSIBILITIES:

(1) Receive phone calls and visitors, answer routine inquiries and route technical inquiries to the proper persons; (2) Establish, maintain and revise supervisor's calendar and make appointments as instructed; (3) Relay messages within the organization; (4) Type and review correspondence, memoranda and reports for typographical accuracy; (5) Maintain effective and orderly files; (6) Take accurate minutes during conferences and meetings; (7) Often act as a liaison to members of the college community; (8) Complete some surveys and reports; (9) Be courteous and congenial, no matter what the circumstances.

QUALIFICATIONS:

Bachelor's degree preferred or a minimum of three years experience. Must demonstrate good written and oral communication skills. Must be computer competent and capable of adapting to new software and other emerging technologies. Must have excellent public relations skills. Courteous and professional attitude and appearance required. The Vice President for Academic Affairs is the second ranking officer of the university. The Vice President's 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. Successful candidate must also demonstrate a high degree of initiative and observe high standards of personal and professional integrity.

TO APPLY:

Send a completed USAO application (available at <https://usao.edu/about/personnel.html>), letter of interest, detailed résumé, unofficial copies of college transcripts, and the contact information including e-mail addresses for three references, to hr@usao.edu. You may also mail them to the Human Resources Office, University of Science and Arts of Oklahoma, 1727 W. Alabama, Chickasha, OK 73018-5322 ATTN: HR Office.

Application review begins **immediately** and will continue until position is filled.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The University of Science and Arts of Oklahoma is an equal opportunity, affirmative action institution. Science and Arts welcomes applications without regard to age, race, gender (including pregnancy), national origin, disability, religion, marital or parental status, protected veteran status, military service, genetic information, sexual orientation or gender identity. Persons must have proof of legal authority to work in the United States on the first day of employment.

As required by the US Department of Education, employees are required to report violations under the 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 resources for reporting.

University of Science and Arts of Oklahoma – 1727 West Alabama, Chickasha, OK 73018

Phone: 405-574-1225

Fax: 405-574-1220