

October 2023

NOTICE OF VACANCY
NASNTI Administrative
Assistant (1.0 FTE)



STARTING DATE: As Soon As Possible

REPORTS TO: NASNTI Director

SALARY: \$28,000 (Grant-Funded for 5 years)

JOB SUMMARY: This position is integral to the management of the project. The Administrative Assistant will support all individuals hired to meet project objectives, performing clerical tasks that maintain current data for monitoring purposes and maintaining organizational records required by federal, state and USAO policies.

ESSENTIAL DUTIES and RESPONSIBILITIES

- Assist the NASNTI Director and other project staff with clerical duties related to all facets of the project
- Maintain budgets, updating expenditures and carryover funds at least monthly
- Assist the Director with reconciling budgets with the USAO Business Office
- Conduct and maintain grant-funded inventory of equipment and supplies
- Arrange professional development travel for key personnel with Director's approval
- Responsible for data entry as needed to monitor and maintain records for the project, faculty, and students
- Work with vendors of grant-funded equipment and supplies with Director's approval
- Assist project staff with scheduling, meetings, record-keeping, agendas, and purchases as necessary

Qualifications:

- At least 3 years of clerical or office management experience
- Proficient computer skills including Microsoft Office
- High degree of attention to detail
- Strong written and verbal skills
- Data entry experience and working knowledge of databases and office equipment
- Comfortable with routinely shifting demands
- Ability to work with and be respectful to individuals at all levels of the university, including faculty and staff, but particularly students with disabilities, Native American students, and low-income students

To Apply:

Complete the Science & Arts application (<https://usao-gcgxy.formstack.com/forms/employment>). You may also mail it 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 November 8, 2023 and will continue until the position is filled.
Employment is contingent upon the results of a national criminal and sex offender background check.

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 or gender identity, pregnancy, national origin, disability, religion, marital or parental status, protected veteran status, military service, genetic information, or sexual orientation. 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 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.

