

UNIVERSITY OF SCIENCE AND ARTS OF OKLAHOMA

Office of Human Resources, Institutional Equity, and Title IX

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 Type	Part-time; FLSA Exempt
Hours	20 hours per week
Supervisory Duties	N/A
Open Until	Until Filled

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. The anticipated start date is on or before December 1, 2025.

Essential Duties & Responsibilities

The following duties are representative of the essential functions of this position. This list is not exhaustive, and other duties may be assigned as needed.

- 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

Required Qualifications

- 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

Preferred Qualifications

- 2 years of clerical or office management experience
- 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 accommodations 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 accommodations 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.

About USAO

The University of Science and Arts of Oklahoma (USAO) is Oklahoma's only public liberal arts university, located in Chickasha, Oklahoma, approximately 40 miles southwest of Oklahoma City. A proud member of the Council of Public Liberal Arts Colleges (COPLAC), USAO is charged by the Oklahoma State Regents for Higher Education to provide an outstanding general education program with strong offerings in the liberal arts and sciences. For more information, visit www.usao.edu.

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
- Any necessary transcripts

If you have any questions, please email careers@usao.edu or visit the Office of Human Resources in person:

*University of Science & Arts of Oklahoma | Troutt Hall, Room 306 | 1727 W. Alabama Ave.,
Chickasha, OK 73018*

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.
