

NOTICE OF VACANCY

POSITION TITLE: VPAA Administrative Assistant

SALARY: \$30,000.00

REPORTS TO: Vice President of Academic Affairs (VPAA)

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

POSITION DETAILS: Full-time

HOURS: Monday-Friday; 8:00AM to 5:00PM

START DATE: As soon as possible

SUPERVISORY DUTIES: N/A

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.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Serves as the VPAA’s administrative assistant.
- Maintaining VPAA’s appointment calendar, routing calls and visitors.
- Sorting and directing all incoming and outgoing communications; also writing, word processing, and proofreading letters, reports, and forms.
- Maintaining an efficient filing system for both physical and electronic files.
- Arranges all conferences and committee meetings.
- Take accurate minutes during conferences and meetings, as directed.
- Manages office budget, expenditures, and purchase orders.
- Compiles data based on research techniques and on statistical compilations involving an understanding of the organization and its faculty environment.
- Provides drafts of financial, statistical, narrative, or other reports as needed.
- Knowledge and experience in performing internet-based data and information searches.
- Acts as a liaison with individuals, Deans, committees, and members of the campus community on behalf of the VPAA.

- Works directly with Deans on behalf of VPAA
- Coordinates all necessary correspondence between the VPAA and the USAO Board of Regents and all internal and external constituencies.
- As directed by the VPAA, prepares all necessary information and documentation for Board meetings.
- Works with other departments to complete surveys and reports.

QUALIFICATIONS, EDUCATION & EXPERIENCE:

- Administrative experience is highly preferred.
- A minimum of three (3) years of clerical, secretarial or office management experience required.
- Bachelor's degree preferred
- 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.
- 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 job, the employee is regularly required to talk and hear.

- The employee frequently is required to sit or stand for periods of time. 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 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, detailed resume, 3 professional/academic references, and any necessary transcripts.

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.