

Job Description
WESTERN OKLAHOMA STATE COLLEGE

Job Title: Scholar's Program Office Assistant (Part-time)

Qualifications:

Education: High School Diploma required; Associate Degree preferred

Special Knowledge, Skill, or Ability: Office work experience required. Handles administrative duties; Sets up and maintains filing systems; Composes letters using proper spelling and grammar; Answers phone and takes messages; and Assembles recruitment packets for students.

Knowledge of computers: Ability to use MS Word and Excel.

Other office/business machines that are necessary for employees to operate include: copier, calculator, binding machine, and fax machine.

Training or Experience Required: A minimum of two years of administrative assistant or equivalent experience; Experience in Early Childhood Development a plus.

Reports to: Scholar's Coordinator

Performance Expectations: Follows health and safety policies and regulations and works safely. Adheres to departmental rules concerning dress, attendance, leave usage, etc; Uses creativity and initiative to perform work and to solve problems. Cooperates with and assists other employees/work units; demonstrates a positive attitude towards students, staff, and the public.

Job Goal (Purpose of Position): Performs administrative assistant duties under general supervision in support of activities for the Scholar's Program

Contact with Others: An incumbent in this position has regular contact with members of own staff, students, College staff, and the public.

Essential Job Functions/Performance Responsibilities:

1. Maintains Scholar's recruitment packets.
2. Assists Scholar's Coordinator and students with technical assistance by phone, email, and text.
3. Makes copies and files Scholar's paperwork
4. Assists Scholar's Coordinator with processing of scholarship applications and scholarship renewals.
5. Communicates with other departments and assists students with Admissions, Business Office, and Financial Aid as needed.
6. Utilizes excel and maintains Scholar's spreadsheets

7. Assists Scholar's Coordinator with recruitment efforts and activities
8. Checks Mail as needed
9. Assists with completing Purchase Orders and Travel Requests.
10. Performs other duties as required.

Supervision exercised: None

Physical/Mental Requirements and Working Conditions: Other than those physical/mental requirements included in the essential functions: Must be able to communicate on the telephone and in person.

EVALUATION: Performance of this job will be evaluated in accordance with Board Policy.

Created 10/4/22