



JOB DESCRIPTION- ARDMORE CAMPUS OFFICE ASSISTANT

General Description/Primary Purpose: This position reports to the MSC Ardmore Academic Advisor. The position will be responsible for the overall support of operations of the Ardmore Campus. The position will also support the main reception area, advisement, outreach, and Academic Resource Center.

Classification: Part-Time- Temp

Salary: \$10 per hour

Appointment: Temporary, 12-month appointment

Overview:

Murray State College is a small, open-door community college that provides personal growth and professional success opportunities to students of all educational backgrounds. Employees at MSC will flourish in a family-like environment that offers collegiate support and opportunities for advancement.

Located in the heart of the Chickasaw Nation, Murray State College's service area comprises small towns with low cost of living and numerous natural attractions which offer fishing, hiking, and camping. Conveniently located within a two-hour drive of Dallas and Oklahoma City, MSC offers the best of both worlds: small-town life with access to big city offerings.

Essential Job Functions:

1. Act as a receptionist for the Academic Advising office
2. Answer phones, transfer calls, and take/deliver messages
3. Assist students who need to apply for admission or schedule an advising/testing session
4. Help set tables and chairs for events according to set-up specifications
5. Assists in stocking the beverage center, as requested
6. Act as a primary support person for all MSC Ardmore events, i.e., popcorn/waffle days, special events such as art receptions, campus cultural events, and presentations
7. Assist with special projects for any MSC Ardmore staff, as requested, i.e. preparing swag bags for recruitment fairs
8. Consistently exhibit an attitude of friendliness, courtesy, and respect
9. Performs job duties in a timely manner
10. Maintain NIMS training as required, including the IS-700.a and IS-100.HE tests
11. Accepts other duties and responsibilities as assigned
12. To meet objectives of virtual work-related situations and/or extended periods when working from home, all faculty and staff must have access to 24/7 reliable off-campus Internet.

Required Knowledge, Skills, and Abilities:

Individuals must possess the following knowledge, skills, and abilities or be able to explain and demonstrate that the essential job functions can be performed, with or without reasonable accommodation, using some other combination of skills and abilities.

- Use a computer and input/retrieve data
- Communicate effectively, both orally and in writing
- Accomplish job functions without direct supervision
- Handle several tasks at the same time and meet deadlines
- Use all equipment in the office, including but not limited to, telephone, computer, keyboard, printers, copy and fax machines
- Successfully demonstrate skills in Word, Excel and PowerPoint, as well as software and systems
- Organize and maintain storage areas
- Maintain an attitude of service and respect confidentiality

Other Ergonomic Requirements:

This position requires sufficient manual dexterity to operate all equipment within the office complex, including but not limited to telephone, computer, typewriter, printers, copy machine, Fax machine. Sufficient manual dexterity to perform computer operations throughout an 8-hour day is required. Some amount of sitting, standing, stooping, kneeling, bending, crouching, lifting, walking, climbing, reaching, and carrying are required. All individuals are required to perform these movements without significant risk of injury to themselves or others, or to otherwise demonstrate or explain how they can perform the essential functions of the job.

Hours:

Part-time hours will not exceed 15 hours per week. The schedule is subject to change depending on the schedule of the employee and the needs of the department.

Qualifications:

- 1. Minimum Educational Qualifications:** High school diploma or equivalent..
- 2. Experience:** Office/clerical experience preferred.
- 3. Professionalism:** The Murray State College staff members are expected to show professional competence, integrity, and enthusiasm in performing all responsibilities.
- 4. Image:** Murray State College employees are expected to maintain a neat, well-groomed, and professional image while performing their responsibilities.
- 5. Background Check:** The successful candidate must give permission to have a formal background check conducted, and employment is contingent upon the results of the national criminal and sex offender background check.

Application Process:

1. Letter of application
2. Resume
3. Unofficial college transcripts (for both undergraduate and graduate coursework).
(NOTE: Official transcript(s) required upon employment.)
4. Murray State College employment application
5. Background Check Consent Form

Submit Application:

Human Resources

Murray State College

One Murray Campus, Suite AD 104

Tishomingo, Oklahoma 73460

MSCemployment@mscok.edu

Application Deadline:

Review of applications will begin immediately and continue until filled.

MSC participates in E-Verify

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