



JOB DESCRIPTION- CAMPUS FACILITIES ADMINISTRATIVE ASSISTANT

General Description/Primary Purpose:

Provide support to the Campus Facilities Department by answering/directing phone calls, greeting and assisting customers, maintain billing records, acquire requisitions, log and track purchase orders, schedule campus events, process campus key requests, maintain employee files, and keep the front office orderly and efficient.

Classification: Full-Time, Non-Exempt Staff

Salary: Commensurate with Qualifications and Experience, Plus Fringe Benefits

Appointment: 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, MSC'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.

Description of Duties and Tasks:

1. Answer telephone calls, and provide information to callers or route calls to appropriate persons.
2. Greet customers, ascertain nature of business, and complete service request(s) or direct customers to other persons as appropriate.
3. Assist in resolving day-to-day issues called to the attention of the Office.
4. Scan and route incoming mail.
5. Apply for purchase orders through the requisition procedure.
6. Maintain a log of purchase orders.
7. Process bills.
8. Make payments to local vendors.
9. Schedule and coordinate events within event management software for campus, maintain rental agreements, and distribute setup requirements to appropriate departments.

10. Process and maintain records of campus key requests.
11. Maintain employee files for the Campus Facilities area.
12. Assist with coordinating and signing out motor pool vehicles.
13. Maintain stock of office supplies.
14. Other duties as assigned.
15. Complete National Incident Management Systems (NIMS) Training: General Role: IS-100.HE and IS-700.a
16. 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, by using some other combination of skills and abilities.

- Pleasantly and effectively communicate with office staff and persons requesting services.
- Must possess demonstrated ability to establish and maintain effective working relationships among employees.
- Must be willing to work with, and set a good example for, other Campus Facilities personnel.
- Must recognize the responsibility of this position for the total Campus Facilities operations.
- Have the ability to establish priorities and reorder those priorities as required by the recognition of problems needing immediate attention.
- Maintain a positive attitude and be responsive to student/ campus needs.
- Be alert to any situation and/or condition that might require the Director's immediate attention.
- Keep files indicating priority, date due, and status of jobs in progress.
- Maintain inventory of standard forms.
- Study and standardize procedures to improve efficiency of the department.
- Arrange travel schedules and reservations as needed..
- Must have an appreciation for the comprehensive, two-year college philosophy and recognize that we are all here to serve students.
- Must have the ability to maintain an attitude of service toward students, coworkers, and others.
- Must be subject to call at all times for off-hour emergencies.

Other Ergonomic Requirements:

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. All individuals are required to be able to perform these movements without a significant risk of injury, or to otherwise demonstrate or explain how they can perform the essential functions listed above. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or up to 100 pounds. During routine cleaning, the employee must regularly reach, bend, lift, stoop, crouch, scoot, work on the floor, and climb or balance. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

Hours:

Monday- Thursday, 7:00 a.m. to 4:00 p.m. and Friday, 8:00 a.m.- 12 noon (37.5 hour work week). A flex schedule may be utilized if the area supervisor finds it necessary for the functionality of the department. Compensation time can be used if approved by the supervisor and the area Vice President in advance, per MSC policies and procedures.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee regularly works near moving mechanical parts. They are occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Qualifications Standards:

1. **Minimum Education:** High school diploma or equivalent.
2. **Minimum Experience:** 2 years of related experience.
3. **Professionalism:** Members of the Murray State College staff are expected to show professional competence, integrity, and enthusiasm in the performance of all responsibilities.
4. **Image:** Murray State College employees are expected to maintain a neat, well-groomed, and professional image at all times 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 transcript(s). NOTE: Official college transcript(s) required upon employment.
4. Completed MSC employment application.
5. Submit a Background Check Consent Form

Submit Application to:

Human Resource Office
Murray State College
One Murray Campus, Suite AD 104
Tishomingo, Oklahoma 73460
MSCemployment@mscok.edu

Application Deadline:

Position will be filled when an acceptable candidate is identified.

MSC participates in E-Verify.

MURRAY STATE COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER. Murray State College, 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, 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, handicap, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, student financial aid, and educational services.