



## **JOBS DESCRIPTION- DOCUMENT MANAGEMENT COORDINATOR**

### **General Description/Primary Purpose:**

Responsible for overseeing the digitization and secure storage of departmental records across the college campus as part of a strategic effort to transition to a paperless environment in SoftDocs. Coordinates with staff from multiple departments to collect, scan, organize, and archive documents using standardized procedures and digital systems. Ensures compliance with data retention policies and privacy regulations, troubleshoots scanning equipment and software, and trains department users on digital document practices. Plays a key role in improving workflow efficiency, enhancing document accessibility, and supporting sustainability goals. This position will report to the SoftDocs Implementation Project Manager.

**Classification:** Part-Time/ Non-Exempt Staff

**Salary:** To commensurate with qualifications and experience.

**Appointment:** 12 months

### **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. Coordinate with departments across campus to identify documents for digitization in accordance with college policies and retention schedules.
2. Prepare, scan, and digitally file documents using scanners and document management systems.
3. Ensure the quality, accuracy, and security of all scanned documents.
4. Maintain document naming conventions and metadata standards for easy retrieval and compliance.
5. Train student workers on document preparation and digital filing protocols.
6. Track project timelines, manage scanning schedules, and prioritize high-need departments or initiatives.

7. Troubleshoot scanning equipment, perform maintenance, and coordinate technical support when needed.
8. Maintain confidentiality of sensitive or protected documents at all times.
9. Recommend improvements to scanning workflows, digital filing systems, and document storage solutions.
10. Stay current on best practices in digital archiving, data security, and records management.
11. All other duties 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.
13. Complete all training assigned by Human Resources.

**Required Knowledge, Skills, and Abilities:**

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

- Demonstrate experience of, or willingness in, working effectively in a culturally diverse workplace and/or serving clientele from a variety of racial and cultural backgrounds.
- Excellent oral and written communication skills required.
- Communicate clearly and effectively to students, administrators, faculty, and other employees.
- Maintain the ability to respect confidentiality.
- Strong problem solving and analytical skills.
- Familiarity with document management systems and scanning hardware/software.
- Strong attention to detail and organizational skills.
- Self-motivated with the ability to manage multiple tasks and deadlines
- Primarily office setting; may require travel between buildings on campus.
- Requires frequent use of computers, scanners, and other office equipment.
- May involve some lifting of boxes or files (up to 25 lbs.).

**Hours:**

Campus operating hours are Monday through Thursdays, 8:00 a.m. to 5:00 p.m., and Friday hours are 8:00 a.m. to noon. Hours will vary to achieve no more than 29 hours per week as this is a part time position.

### **Qualification Standards:**

1. **Minimum Qualifications:** High school diploma or equivalent required; associate degree or higher preferred.
2. **Minimum Experience:** 2 years of experience in records management, office administration, or document scanning/digitization.
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, professional image while performing their responsibilities.
5. **Background Check:** The successful candidate must be willing 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 transcript(s) required upon employment.
4. Murray State College employment application.
5. Background Check Consent Form

### **Submit the application to:**

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

**Application Deadline:** Review of applications will begin immediately and continue until filled.

### **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 education services.