



JOB DESCRIPTION- EXECUTIVE ASSISTANT TO THE EXECUTIVE VICE PRESIDENT OF FINANCE AND OPERATIONS

General Description/Primary Purpose:

Under general supervision, the Executive Assistant to the Executive Vice President of Finance and Operations will provide administrative services such as correspondence and maintaining records, and must be able to obtain and provide factual information, which requires having knowledge of the policies and procedures of assigned and related work areas. Knowledge of capital and bond processes, fleet management, College purchasing, risk management, inventory control, and effective communications are critical aspects of this position. This position reports to the Executive Vice President of Finance and Operations..

Classification: Full-Time, Non- Exempt Staff

Salary: Commensurate with qualifications, education 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 Job Duties:

1. Coordinate campus purchasing activities in excess of \$10,000 – bid preparation, vendor lists, solicitation, scheduling, maintaining appropriate paperwork, etc.
2. Manage the documentation of College capital projects including funding drawdowns
3. Assist in resolving day-to-day issues called to the attention of the Office of Finance & Operations
4. Serve as initial contact person to Risk Management
5. Assist with the completion of local, state, and federal reports
6. Coordinate and follow-up on projects and assignments dealing with state and federal entities
7. Organize, update, and maintain campus wide equipment inventory information
8. Maintain records on personnel, budgets, contracts, and purchase requisitions, inventories and all institutional files
9. Serve as a resource for College ProCard system

10. Manage the purchase orders for institutional items such as utilities, capital, bond, real property, risk management, fleet, etc.
11. Provide assistance with the creation and basic training on the College electronic purchasing system
12. Retrieve and document all incoming mail to the Business Services area including keeping a log of all incoming payments
13. Be alert to any situation and/or condition that might require the Executive Vice President's immediate attention
14. Keep in communication with the EVP on matters pertaining to College business, and provide briefings while the EVP is out of the office
15. Compose correspondence in response to routine inquiries within established guidelines
16. Coordinate and schedule meetings, events, retreats, etc.
17. Make travel arrangements and register EVP for national and state meetings
18. Develop/recreate computerized forms for various reports, as required or necessary
19. Attend professional meetings as necessary
20. Deal with all individuals having business with MSC in a tactful, courteous, and professional manner
21. Perform general office duties as needed, i.e., maintain office files, answer telephones, greet and assist office visitors, etc.
22. Participate in community service activities and programs
23. Must be able to spend extra time, when necessary, to accomplish the goals and objectives of projects
24. Accept other duties as assigned by the Executive Vice President.
25. Maintain NIMS training as required, including the IS-700.a and IS-100.HE tests
26. 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:

Individual must possess the following knowledge, skills, and abilities or be able to explain and/or 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.

- Ability to read English language sufficiently to be able to read information contained in applications or forms; to understand and respond accurately to inquiries.
- Maintain ability to set priorities and organize, plan, and perform assignments and daily projects.
- Maintain excellent proofreading skills for grammar, spelling, punctuation, and format.
- Develop and maintain bookkeeping skills.
- Develop and maintain ability to operate office equipment, i.e., computer, laser printer, adding machine, copy machine, fax machine, typewriter, telephone, etc.

- Maintain ability to schedule time and to work efficiently under pressure of deadlines.
- Maintain ability to be self-directed, recognizing and completing duties without immediate supervision.
- Develop and maintain excellent working knowledge of Microsoft Word, Excel, Publisher, Access, PowerPoint, and Outlook.
- Develop and maintain excellent oral and written communication skills.
- Develop and maintain ability to type 70+ words per minute with minimal errors.
- Demonstrate ability to read and speak the English language sufficiently in order to interpret office correspondence and respond to office visitors efficiently and effectively.
- Demonstrate and maintain office confidentiality.
- Demonstrate experience and/or willingness in learning and using state-of-the-art technology.
- 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.
- Develop and maintain an attitude of service toward students, coworkers, and others.
- Participate in community service activities and programs.

Other Ergonomic requirements:

In performing job functions related to assigned duties, some amount of stooping, kneeling, bending, crouching, lifting, walking, carrying, and other movements may be required. All individuals are required to be able to perform these movements without a 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:

Monday- Thursday, 8:00 a.m. to 5:00 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.

Qualifications Standards:

1. **Minimum Education:** Bachelor's degree or other combination of education and experience.
2. **Minimum Experience:** Clerical office experience, which is equivalent to two years of full-time employment; or two years of secretarial/clerical training, which includes course work in bookkeeping, typing, and office management at the secondary or postsecondary level; or a combination of training and 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.