



JOB DESCRIPTION- PART TIME STUDENT AFFAIRS ASSISTANT

General Description/Primary Purpose:

The Part-Time Student Affairs Assistant provides administrative and program support to the Student Affairs office. This position helps coordinate office operations, student activities, and campus engagement initiatives while ensuring a positive and welcoming environment for students, faculty, and visitors.

Classification: Part-time Staff

Salary: \$12 hourly

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 a 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 Functions:

1. Assist with preparing, organizing, and filing monthly reports and office paperwork while ensuring all deadlines are met.
2. Support the planning, setup, and execution of student activities and campus events.
3. Provide general office support, including answering phones, greeting visitors, and responding to student inquiries.
4. Help manage calendars, schedules, and communication for Student Affairs events.
5. Maintain organized records, forms, and office supplies.
6. Assist staff with special projects, outreach, and student engagement initiatives.
7. Monitor timelines and follow through on assigned tasks to ensure projects are completed on schedule.
8. Promote a positive, welcoming environment for students, faculty, and visitors.
9. Perform other duties as assigned to support the Student Affairs team.
10. All other duties assigned.
11. 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.

- Strong organizational and time-management skills.
- Excellent communication and interpersonal skills.
- Ability to work both independently and collaboratively in a team environment.
- Proficiency with Google Suite and willingness to learn campus systems.
- Ability to maintain confidentiality and professionalism.

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:

Part-time hours will not exceed 29 hours per week. The schedule is subject to change depending on the schedule of the employee and the needs of the department.

Qualification Standards:

1. **Minimum Educational Qualifications:** Associate's degree and/or other combination of education and experience required. Valid Driver's License required.
2. **Preferred Experience:** Experience in college advisement, scholarships or related areas preferred. Experience and/or training in working effectively in a racially and/or culturally diverse workplace.
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 transcript(s) required upon employment.
4. Completed Murray State College employment application.
5. Submit a Background Check Consent Form

Submit Application to:

Human Resources Office
Murray State College
One Murray Campus, Suite AD 104
Tishomingo, OK 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.