



POTEAU • SALLISAW • ONLINE

POSITION:

Receptionist/Office Clerk

GENERAL DESCRIPTION:

The **Receptionist/Office Clerk** is a part-time position based at the Sallisaw campus. The person filling this position will assist with providing daily customer service in a high activity workplace. Duties will include but are not limited to: Coordination, planning and implementing of general office practices, maintenance of confidential student records, basic clerical tasks including telephone etiquette, ability to multitask and work with others as a team, must work well with students. Must be a self-starter and able to follow directions with minimal supervision. Attendance and punctuality are required.

QUALIFICATIONS:

High School Diploma or GED. Working knowledge of MS Word & Excel, excellent in customer service, the ability to adapt to changing environments, multi-tasking and the ability to apply reason and logic in problem solving.

Physical Demands: Frequent sitting/walking, handling, and close vision

APPLICATION DEADLINE:

Open until filled

SALARY:

\$ 7.25 hr.

APPLICATION PROCEDURE:

To be considered for this position, please submit a CASC application (available at: <http://carlalbert.edu/discover-us/human-resources/>), letter of application, resume, copy of transcripts, and three letters of recommendation.

Application packet may be submitted by mail to: Human Resources Department, Carl Albert State College, 1507 S. McKenna, Poteau, OK, 74953 or email, employment@carlalbert.edu or fax to (918)-647-1359.

CASC is an affirmative action equal opportunity employer. All interested, qualified individuals are encouraged to apply.

Reposted: 11/02/2018