



POTEAU • SALLISAW • ONLINE

POSITION:

Scholar Coordinator Assistant

GENERAL DESCRIPTION:

Carl Albert State College has an opening for a **Scholar Coordinator Assistant**. This is a full-time position on the Poteau campus.

Responsibilities will include (but are not limited to):

- Input, update and maintain student records
- Assist students with Admissions, Business Office, Financial Aid and Bookstore
- General office duties
- Assist Scholar Coordinator with recruiting, activities and processing of applications and renewals

QUALIFICATIONS:

Associates Degree required. Good interpersonal skills with the ability to work in a friendly, tactful, and helpful manner. Excellent telephone skills and pleasant telephone voice; familiar with MS Office products, especially Word and Excel. Previous office experience and knowledge of the Early Childhood Development program preferred.

APPLICATION DEADLINE:

November 25, 2021

SALARY:

\$ 21,500 entry level. Experience credit given if applicable. Full Benefit Package which includes: Employer paid Medical, Dental, Life, Long-term Disability, Retirement, Sick and Vacation days.

APPLICATION PROCEDURE:

To be considered for this position, please submit an updated CASC application (available at: <http://carlalbert.edu/employment-opportunities/>), letter of application, and updated resume, 3 Letters of Reference and copies of transcripts. Application packet may be submitted by mail to:

Carl Albert State College OR Email: employment@carlalbert.edu
Human Resources Fax: 918-647-1359
1507 S. McKenna
Poteau, OK 74953

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

POSTED: 11/11/2021