



POTEAU • SALLISAW • ONLINE

POSITION:

Part-time Office Manager – Power 1 Program

GENERAL DESCRIPTION:

Carl Albert State College has an opening for a part-time office manager in the Power I Program at the Poteau Campus. The Office Manager is responsible for overseeing the daily office operations. The office manager must have excellent interpersonal skills and the ability to work in a friendly, tactful, and helpful manner, with the target population. This position will be 30 – 32 hours per week, with the approximate schedule being as follows: Mon. Thurs. Fri. – 8:00 – 4:00; Tuesday 7:30 – 11:30; Wednesday 8:00 – 1:00. Responsibilities will include (but are not limited to):

- Planning & Implementing general office practices
- Maintenance of confidential student records
- Collection of required documents
- Student Attendance
- Basic clerical tasks, including excellent telephone etiquette
- Microsoft Word, Excel documents and Access
- Multi-task, as well as work with others as a team
- Apply reason and logic to problem solving

QUALIFICATIONS:

Minimal requirements include high school diploma or GED, Associates Degree preferred. Experience in Microsoft Word, Excel and Access; self-starter that has the ability to work independently w/ minimal supervision. Ability to adapt to an ever changing environment. Must be dependable with excellent attendance & punctuality.

APPLICATION DEADLINE:

Open until filled.

SALARY:

\$ 16,640 annually; position includes employer paid Medical, Dental and Retirement.

APPLICATION PROCEDURE:

To be considered for this position, please submit a CASC application (available at: www.carlalbert.edu/employment-opportunities/), letter of application, resume, three letters of recommendation and copies of transcripts to:

Carl Albert State College
Human Resources
1507 S McKenna
Poteau, OK 74953

OR

FAX: 918-647-1359

employment@carlalbert.edu

This position is grant-funded and as such the continuation of the position is totally dependent on grant funding.

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

Re-Posted: 6/29/2022

