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Administrative Assistant to the Vice President for Human Resources

Below you will find the details for the position including any supplementary documentation and questions you should review before applying for the opening. To apply for the position, please click the **Apply for this Job** link/button.

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Please see Special Instructions for more details.

Applicants are to thoroughly complete the online application and attach the following required documents: cover letter and resume. If meeting the minimum requirement via one of the education options, a transcript conferring the required degree and/or hours must be submitted in addition to the cover letter and resume. ****Applicants who do not attach the required documents will not be considered for the position.**** For application assistance, please contact Human Resources at (405) 682-7542, Monday through Friday between the hours of 8:00 AM and 5:00 PM.

Position Information

Position Information (Default Section)

Posting Number	Staff_0402347
Classification Title	Secretarial/Clerical H
Working Title	Administrative Assistant to the Vice President for Human Resources
Datatel Position ID	VPHR5ASTVPHR1A
Annual Hours	2080 Hours
Placement Range	\$14.90 - \$19.70
Position Type	Regular
Job Category	Non-Exempt

General Description

The Administrative Assistant to the Vice President for Human Resources is responsible for performing a variety of administrative functions as well as secretarial and clerical duties in

support of the Office of the Vice President for Human Resources.

Reports To	Vice President for Human Resources
What position(s) reports to this position?	None
Job Duties (Position Specific)	(The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)
Job Duties (Duties Assignment Statement)	<p>Develop and maintain a positive image of the Office of the Vice President with faculty, staff, dignitaries, and general public.</p> <p>Serve as Liaison to Human Resources managers and employees to help ensure effective communication.</p> <p>Provide organizational, administrative, and technical support of a varying nature to the Vice President by performing a broad range of projects and assignments. Completion of such assignments involves the collection of data and preparation of reports for the Vice President's approval.</p> <p>Advise the Vice President on significant matters and support the other members of management in the achievement of their goals and operational purposes. Maintain relationships with all departments for effective and efficient operation. Make suggestions for improving systems and procedures.</p> <p>Coordinate the Vice President's schedule and maintain his/her calendar; schedule meetings, prepare needed materials, and attend and record minutes as appropriate.</p> <p>Coordinate input from Human Resources staff for activities delegated to them by the Vice President, including following up on requests, compiling of information gathered, and ensuring compliance with both internal and external deadlines.</p> <p>Coordinate the budget building process for all areas within Human Resources, the Vice President for Human Resources account, and the Auxiliary Budget for Special Events. Manage budgets, monitor expenditures throughout the fiscal year and recommend budget adjustments as appropriate.</p> <p>Alert the Vice President of situations or significant matters that could develop into problems and may require his/her attention.</p> <p>Serve as Coordinator for the College's organizational charting system and ensure the system is up to date on a monthly basis.</p> <p>Coordinate flow of paperwork, verifying accuracy of detail, and forwarding for Vice President's signature.</p> <p>Develop agenda, provide support materials and take notes for staff meetings, Investment Committee meetings, and other meetings as assigned by the Vice President. Distribute notes in a timely manner.</p> <p>Use appropriate word processing, spreadsheet, database, and graphics software to prepare correspondence, statistical, and informational reports, forms, and other documents, independently or with limited instruction, and make appropriate distribution.</p>

Prepare operational forms as necessary to ensure the effective functioning of the office. Coordinate incoming and outgoing flow of correspondence, documents, etc., in an efficient, expedient, and secure manner.

Work closely with the President’s staff to coordinate scheduling of presentations to Committee of the Whole and Board of Regents’ meetings. Assist the Vice President in preparation of materials for the meetings.

Make travel arrangements – including airline reservations, hotel reservations, and registrations for Human Resources departments. Create corresponding travel requisitions.

Maintain a comprehensive filing system to ensure easy accessibility to documents. Ensure proper control and security of all files.

Coordinate and supervise special projects, events, and functions as assigned by the Vice President.

Serve as catering coordinator for Human Resources events, as assigned by the Vice President.

Review College policies and procedures related to Human Resources and recommend changes necessary to maintain policies and procedures as up-to-date to the Vice President.

Provide assistance and support to the Director of Equal Opportunity as needed.

Abide by the policies and procedures published in the Board of Regents Policies and College Policies & Procedures.

Contribute to a safe educational & working environment.

Adhere to established safety and health procedures and practices for the purpose of providing injury and illness prevention for self and others.

Job Duties (Safety / Policy & Procedures)

Complete quarterly health and safety training pursuant to OCCC’s established safety and health procedures and practices.

Participate in all applicable OCCC emergency, evacuation and shelter in place drills and be prepared to take action and assist others in taking appropriate action should a health or safety emergency occur.

Associate Degree and one (1) year of office/secretarial experience

OR

Successful completion of 30 college credit hours and two (2) years of office/secretarial experience

Minimum Education/Experience

OR

Four (4) years of office/secretarial experience

Applicants meeting the minimums via education must attach transcript conferring the required degree and/or required hours.

Required Knowledge, Skills & Abilities

Positive human relations and communication skills.

Demonstrated ability to maintain confidentiality and a professional demeanor.

Demonstrated organizational skills and attention to detail.

Ability and desire to work in a fast-paced environment with a demanding workload.

Demonstrated ability to manage multiple priorities.

Ability to work both independently and cooperatively with others, take direction well, coordinate resources, solve problems, and reliably complete assigned projects.

Proficient with Microsoft Office or similar software to include word processing, spreadsheets, email and calendaring systems.

Demonstrated ability to edit and correct grammar, punctuation and spelling of manuscripts and correspondence drafts and prepare finished copy in quality format.

Ability to draft routine correspondence.

Accurate word processing skills.

Ability to maintain accurate records.

Accurate spelling and filing skills.

Effective telephone skills.

Basic math skills.

Must be punctual.

Must be reliable.

1. GENERAL PHYSICAL REQUIREMENTS:

Light work: The person in this position may occasionally exert up to 20 pounds of force to move objects.

2. PHYSICAL ACTIVITIES:

This position requires the person to frequently move about the College’s various locations to perform the essential functions of the position.

This position requires the person to frequently communicate with and listen to internal and external constituents to perform the essential functions of the position. Must be able to exchange accurate information in various situations.

This position requires the person to operate a computer; other office machinery and mobile devices to prepare reports and documents.

This position requires the person to occasionally use upper and lower body to exert force up to 20 pounds to push, pull and/or lift materials or equipment.

3. VISUAL ACUITY:

This position requires the person to judge, observe and assess the accuracy, neatness, thoroughness of work assigned or to make general observations.

4. WORKING CONDITIONS:

This position performs the essential functions in an indoor, office setting.

Physical Demands/Working Conditions

Preferred Qualifications	N/A
Required Training	<p>Quarterly Employee Health and Safety Training.</p> <p>Serve in a Critical role in the OCCC emergency management plan.</p> <p>An employee in this position must complete National Incident Management System (NIMS) training within the first 90 days of employment (subject to class availability) and on a continuing basis as required. The specific courses to be completed within 90 days of employment in this position include:</p> <p>IS-100.HE IS-700.a</p>
Work Hours	Monday through Friday 8:00 AM to 5:00 PM, with occasional evening or weekend hours required.
Department	VP Human Resources
Job Open Date	04/23/2018
Job Close Date	05/14/2018
Open Until Filled	No
HR Contact	Alicia Silva
Special Instructions to Applicants	<p>Applicants are to thoroughly complete the online application and attach the following required documents: cover letter and resume.</p> <p>If meeting the minimum requirement via one of the education options, a transcript conferring the required degree and/or hours must be submitted in addition to the cover letter and resume.</p> <p>Applicants who do not attach the required documents will not be considered for the position.</p> <p>For application assistance, please contact Human Resources at (405) 682-7542, Monday through Friday between the hours of 8:00 AM and 5:00 PM.</p>

Supplemental Questions

Required fields are indicated with an asterisk (*).

- * Please select from the options below how you meet the minimum requirements of the position: (If meeting the minimum requirement via one of the education options, a transcript must be attached.)
 - o Associate Degree and one (1) year of office/secretarial experience
 - o Successful completion of 30 college credit hours and two (2) years of office/secretarial experience
 - o Four (4) years of office/secretarial experience
 - o None of the above
- * Please describe your office/secretarial experience.

(Open Ended Question)

3. * Have you attached all required documents?

- o Yes
- o No

Required Documents

Required Documents

1. Cover Letter
2. Resume/CV

Optional Documents

1. Transcript
2. Other Document