

EXTERNAL POSTING

November 10, 2003

POSITION TITLE: Secretary, Distance Learning
Position 04-S028

THE POSITION: Under general supervision of the Director performs essential functions for the Distance Learning Center. Maintains departmental budget, program records, and business/academic plan; prepares various reports; supervises and trains student employees; assists with development of marketing materials and maintaining public relations; duplication of audio and video tapes; general clerical duties and other duties as assigned by the Director.

QUALIFICATIONS: Two years successful completion of college level computer science coursework or combination of comparable coursework and experience. Competency in Microsoft Office, Publisher, Netscape and other operations; ability to prepare graphics, tables, charts, and spreadsheets;; excellent communication, oral and written skills; good analytical skills. Prometric testing certification preferred. Previous marketing coursework and experience; experience in a college administrative environment and VAX preferred.

ANTICIPATED
START DATE: As soon as possible after the review date.

SALARY: Commensurate with existing salary structure.

DEADLINE
DATE: Review of applications will begin October 27, 2003 and remain open until the position is filled.

APPLICATION
PROCEDURE: Apply at FlexForce, 1627 Cypress, Weatherford, OK 73096 (across from K-Bob's). For more information visit our web site at www.swosu.edu.

Southwestern Oklahoma State University is an AA/EEO employer and encourages applications from minorities and women.