

EXTERNAL POSTING**January 8, 2004**

POSITION TITLE:	Administrative Assistant I School of Computer Science and Technology and Center for Telemedicine and Web-Based Learning Position 04-S037
THE POSITION:	Under general supervision, acts as a receptionist and performs office management duties for the Associate Dean of the School of Computer Science and Technology and Director of the Center of Telemedicine and Web-Based Learning. The following are examples of (but not limited to) duties: payroll, budget, entering class schedules on Admin Vax, travel, correspondence, semester records, enrollment, and inventory, and other duties as assigned.
QUALIFICATIONS:	Minimum of three years experience as a secretary or acceptable equivalent experience required. Strong written, verbal, mathematical and interpersonal skills required. Prior computer experience with Microsoft Office is required. Successful completion of two years college level coursework; demonstrated knowledge of office management and record keeping preferred.
ANTICIPATED START DATE:	As soon as possible after review date.
SALARY:	Commensurate with existing salary structure.
DEADLINE DATE:	Review of applications will begin January 15, 2003 and continue until the position is filled.
APPLICATION PROCEDURE:	Apply at FlexForce, 1627 Cypress, Weatherford, OK 73096 (across from K-Bob's).

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