

**TITLE:** TRIO Office Manager

**DEPARTMENT/DIVISION:** TRIO

**REPORTS TO:** TRIO Directors

**CLASSIFICATION:** Classified (Full-Time)

**SALARY RANGE:** \$30,000 - \$32,000, based on education and experience.

### **POSITION SUMMARY**

The TRIO Office Manager will be responsible for maintaining the organization and operation of the TRIO offices while assisting other staff with multiple tasks. Processes payroll for all part-time staff. Maintains all payroll records including time sheets. Office Manager maintains inventory and inventory control for all programs office supplies. They are the liaison for the TRIO copy machine, and postage machine.

### **SEMINOLE STATE COLLEGE MISSION AND VALUES**

- All employees will represent Seminole State College in the most positive manner with prospective, former and current students, clients, suppliers, and the community we serve.
- Interact effectively with faculty, staff, students, and other customers of our services, while learning and applying the operating practices of Seminole State College.
- All employees will uphold the Mission Statement: Seminole State College empowers people for academic success, personal development, and lifelong learning.
- All employees will perform job duties utilizing SSC's core values: Compassion, Opportunity, Respect, and Excellence.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES**

- Handles confidential information with tact and discretion.
- Provide general information to vendors, SSC staff and faculty.
- Calculate TRIO part-time (Tutors, Activity Advisors, Peer Mentors etc.) payroll.
- Maintain TRIO leave and payroll records.
- Maintain office supplies such as paper, envelopes, cartridges, etc.
- Inventory control of laptops, college books, microscopes etc. (Items that need signature for checkout).
- Oversee and organize summer camp supplies.
- Contact liaison for Shawnee Office Systems (Copier) and TRIO Postage Meter.
- Check and disseminate all TRIO mail.
- Assist TRIO accounting clerk with dissemination of paperwork.
- Assist Directors with keeping Policy and Procedure manuals updated.
- Process and submit bulk orders to the SSC Bookstore and other vendors.
- Scan/digitize TRIO files once the process begins.
- Other duties as assigned.

### **OTHER DUTIES AND RESPONSIBILITIES**

- Work collaboratively, cooperatively, and effectively with all grant programs staff.
- Assist in the overall completion of the goals and objectives of the TRIO grants.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- Associate degree in secretarial science or related field or two years of experience in a related field.
- Experience in data entry, bookkeeping and the use of Excel.
- Expertise with office equipment including computers, copy and fax machines, email, etc.
- Possess strong organizational, time management, and human relations skills.
- Excellent oral and written communications skills.

Application review will begin immediately; however, only candidates whose applications are received by **October 10, 2025** are assured of receiving full consideration. Salary is \$30,000 - \$32,000, based on education and experience. Benefits provided by the college include Oklahoma Teachers' Retirement, group health and dental insurance, long-term disability, and life insurance equivalent to two times contractual salary. Employment is subject to successful completion of background check. *This position is contingent upon the budget.*

To apply, please send letter of application, resume, copies of all academic transcripts, and the name and phone numbers for three professional references to:

**E-Mail: [hr@sscok.edu](mailto:hr@sscok.edu)**

**and/or**

**Mail: Seminole State College  
ATTN: Human Resources  
P.O. Box 351  
Seminole, OK 74818**

*SSC participates in E-verify.*

*Posted September 26, 2025*