

**TITLE:** Office Manager

**REPORTS TO:** Language Arts and Humanities Division Chair and Social Sciences Division Chair

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

**SALARY:** \$30,000 annually

## **POSITION SUMMARY**

Under the direct supervision of the Division Chairs, the Office Manager is responsible for ensuring that division offices are professionally organized, efficient, and well-managed. This position greets students and visitors, coordinates daily office operations, and completes required administrative tasks within established timelines. The Office Manager also serves as the SSC Mailroom Clerk and assumes responsibility for all mailroom functions under the direct supervision of the Administrative Assistant to the Vice President for Academic and Student Affairs (VPASA). During designated periods when Division Chairs are off campus (e.g., summer break and intersessions), the Office Manager reports directly to the VPASA. Additional responsibilities include serving as campus switchboard operator as needed and assisting the Division Chairs and VPASA with assigned duties.

## **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 a diverse group of faculty, staff, students and other customers of our services, learn and use operating practice 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**

### **Administrative Compliance and Office Management**

- Handle confidential information with tact and discretion.
- Learn and follow SSC policies and procedures, including those outlined in the Academic Affairs handbook.
- Submit required forms and reports (e.g., leave, travel) in accordance with divisional and college standards.
- Maintain and organize division files, including personnel and student records, ensuring accuracy and currency.
- Maintain and distribute an updated divisional contact list each semester.
- Maintain office supplies and divisional printers; replenish as needed.
- Maintain and coordinate division keys and ensure office security.
- Perform other duties as assigned by the supervisor.

### **Communication and Front Office Support**

- Answer division phones and emails with professional etiquette; respond to inquiries, take messages, and route information appropriately.
- Greet visitors, assist students with questions, and schedule appointments with Division Chairs as needed.
- Attend division meetings, record and distribute minutes, and maintain meeting records.
- Correspond with, assist, and/or train full-time and adjunct faculty regarding procedures, technology use, travel claims, leave forms, and required paperwork.
- Complete and distribute copy work as directed.
- Post signs regarding cancelled classes when requested.

### **Academic Affairs and Faculty Support**

- Follow Academic Affairs Adjunct Hiring Procedures.

- Prepare PARs and ensure proper signatures, approvals, and filing each semester.
- Complete and submit Course Addition, Cancellation, and Change Forms as directed.
- Collect electronic syllabi from all division faculty by the first week of each semester and submit compiled syllabi to Academic Affairs by the second week.
- Contribute to the preparation of class schedules and college catalogs as directed by the Division Chair.

### **Enrollment and Scheduling Oversight**

- Monitor enrollment numbers prior to and during the first two weeks of each semester; report enrollment status to Division Chairs, with attention to low-enrollment courses.
- Prepare and post faculty office schedules; maintain door schedule records and submit electronic copies to Academic Affairs by the second week of each semester.
- Prepare and post classroom usage signage before each semester and update throughout the term as needed.

### **Financial and Purchasing Responsibilities**

- Enter purchase requests in accordance with SSC purchasing procedures.
- Process approved orders, track documentation, notify appropriate personnel of item arrivals, and reconcile purchase orders with the appropriate budget.
- Assist Division Chairs in maintaining division budgets and accurate financial records; provide regular budget updates.

### **Mailroom and Campus Operations**

- Perform all duties of the Mailroom Clerk under the supervision of the Administrative Assistant to the VPASA, including picking up and distributing mail twice daily.
- Operate the campus switchboard as needed under the supervision of the Administrative Assistant to the VPASA.

### **Student Worker and Event Support**

- Supervise student workers; monitor timecards for accuracy and ensure compliance with budget and Affordable Care Act constraints.
- Assist Division Chairs in hiring student workers.
- Help coordinate and administer special events such as the Interscholastic Meet.
- Facilitate division and campus events as assigned.

### **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED**

- High school diploma required; college coursework and three years of clerical/secretarial experience preferred.
- Proficiency in Microsoft Word, Excel, email, and internet applications.
- Strong organizational skills with the ability to manage multiple tasks and meet deadlines.
- Effective interpersonal, oral, and written communication skills.
- Ability to proofread and prepare error-free documents; copy, route, and file materials accurately.
- Self-motivated and able to work with minimal supervision.
- Ability to answer phones professionally and transport materials across campus.

Applications will be accepted until the position is filled; however, only candidates whose applications are received by March 6, 2026 are assured of receiving full consideration. Benefits provided by the college include Oklahoma Teachers' Retirement, group health and dental insurance, long-term disability, and life insurance equivalent to two times the annual contract salary. A tax-sheltered annuity wherein the college contributes 3.5% of any employee's annual salary is available after one year of employment. Employment is subject to successful completion of a background check. *The filling of this position is contingent on the budget.*

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

**HR@sscok.edu**

**or**

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

*SSC participates in E-verify.  
Posted February 19, 2026*