

TITLE: TRIO Office Manager
DEPARTMENT/DIVISION: TRIO
REPORTS TO: Director of TRIO Programs
CLASSIFICATION: Classified (Full-Time)
SALARY RANGE: \$30,000 - \$31,000

POSITION SUMMARY

The TRIO Office Manager will be responsible for supporting the SSC Upward Bound, Talent Search and SSS/STEM programs. The office manager will maintain the organization and operation of the TRIO offices while assisting other staff with various tasks, such as keeping payroll records and processes payroll for all part-time staff. Office Manager will oversee inventory and inventory control for all programs office supplies, TRIO copy machine, and TRIO 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 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.
- Support Assistant Director and Director of TRIO with all Policy and Procedure manual updates.
- 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 required.
- Experience in data entry and bookkeeping preferred.
- Expertise in Excel with strong ability to maintain organization between multiple grant projects preferred.
- Expertise with office equipment including computers, copy and fax machines, email, etc. preferred.
- 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 **September 22, 2026** are assured of receiving full consideration. Salary is 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 and subject to budget availability.

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

and/or

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

SSC participates in E-verify.

Posted September 8, 2026