

**TITLE:** Health Sciences Division Office Manager  
**DEPARTMENT/DIVISION:** Health Sciences Division  
**REPORTS TO:** Health Sciences Division Chair  
**CLASSIFICATION:** Classified Staff  
**SALARY RANGE:** \$30,000 annually

## **POSITION SUMMARY**

The Division Office Manager will be responsible for ensuring a professionally organized and managed office. The Office Manager will be responsible for greeting students and visitors, maintaining and organizing the daily operations of the office and completing and managing necessary paperwork within prescribed time frames. The Division Office Manager will assist the Division Chair with additional responsibilities as assigned.

## **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. Interacts effectively with a diverse group of faculty, staff, students and other customers of our services, learns and uses 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**

- Handles confidential information with tact and discretion. Compliant with all current HIPAA and FERPA regulations.
- Follow procedures outlined in the Academic Affairs Handbook.
- Follow Academic Affairs Adjunct Hiring Procedure.
- Assist Division Chair with PARS as needed.
- Complete and submit Course Addition and Cancellation Change Forms to Academic Affairs as directed by Division Chair.
- Collect electronic versions of course syllabi from all division faculty no later than the first week of each semester. Submit syllabi for the division to Academic Affairs no later than the second week of each semester.
- Pick up and open mail daily and disseminate to appropriate personnel.
- Enter purchase orders (PO) into the computer system, once approved, process the order and follow-up on the paperwork and notification on the item receipt. File and track all PO's and reconcile with budget.
- Prepare and post classroom usage signs prior to the beginning of each semester for classrooms used by the division or as assigned. Keep classroom usage signs updated throughout each semester.
- Assist Program Directors/Division Chair in maintaining division Budgets and accurate financial records. Keep the division updated regarding budget status.
- Maintain and coordinate use of keys for the division and keep the division office and files secure.
- Supervise Work Study/Regular Student Workers. Monitor hours/timecard for accuracy and budget constraints. Assist Program Directors in hiring and orientation of student workers/work study.
- Maintain up-to-date divisional contact list (cell phone, address, email etc.) for all personnel, revise and distribute each semester.
- Maintain all student and employee files ensuring they are current and accurate.
- Prepare Nursing Program admission packets.
- Coordinate and schedule group advising sessions for Nursing Program.
- Accurately track and maintain Verified Credential Records for Nursing Program.
- Coordinate Nursing Pinning Ceremonies.

- Under the direction of the Division Chair, possibly serving as needed and appropriate on Health Sciences committees.
- Assist the MLT and PTA program directors with scheduling, reporting and other general office support as needed, including scheduled office time at Gordon Cooper Technology Center.

#### **OTHER DUTIES AND RESPONSIBILITIES**

- Greet all nursing, MLT, and PTA program visitors, assist students with specific questions as needed, and schedule appointments with the Program Directors as appropriate.
- Ensure that all faculty members' syllabi are electronically submitted, filed and then sent to the office of the Academic Affairs Office at the beginning of each semester
- File Division paperwork and maintain and organize other office and student files as needed
- Attend Division meetings, take minutes, maintain file of minutes and disseminate to appropriate personnel.
- Maintain office supplies and replenish as needed.
- Prepare and post approved faculty office hour schedules. Maintain a record of the divisional Office Hour Schedule. Submit a copy to Academic Affairs, Switchboard Operator, and the Health Sciences Division Chair.
- Collect, collate, and sort evaluation and assessment data. Compile reports based on the collected data using appropriate criteria.
- Performs other duties as necessary or as assigned by supervisor.

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

- High School diploma required with an associate degree highly desirable
- A minimum of five years clerical/secretarial/managerial experience preferred
- Computer literacy in Microsoft Office, Access, E-mail, and Internet
- Effective organizational skills and the ability to multi-task
- Effective interpersonal skills
- Professional oral and written communication skills
- Proofreading and preparation of error free documents; Copying, routing, and filing of materials
- Motivated and self-directed, requiring minimal supervision; Observe deadlines in a timely manner

Applications will be accepted until the position is filled; however, only candidates whose applications are received by **March 23, 2026** are assured of receiving full consideration. Salary is commensurate with 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 the annual contract salary. Employment is subject to successful completion of a background check. *The filling of the position is contingent on available funding.*

To apply, please send letter of application, resumé, 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 March 3, 2026