

TITLE: Upward Bound Office Manager

DEPARTMENT/DIVISION: Upward Bound

REPORTS TO: Upward Bound Director

CLASSIFICATION: Classified (Full-Time)

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

POSITION SUMMARY

The Upward Bound Office Manager is responsible for maintaining the organization and operation of the Upward Bound offices while assisting other staff with multiple tasks. Processes payroll for all part-time staff and maintains all payroll records, including time sheets. The Office Manager maintains inventory and inventory control for all programs office supplies. They serve as the liaison for the Upward Bound 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. Interacts effectively with faculty, staff, participants 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.
- Provides general information to vendors, SSC staff and faculty.
- Calculates Upward Bound part-time (Tutors, Activity Advisors, Peer Mentors etc.) payroll.
- Maintains Upward Bound leave and payroll records.
- Maintains office supplies, such as paper, envelopes, cartridges, etc.
- Inventory control of laptops, college books, microscopes etc. (Items that need signature for checkout).
- Oversees and organizes summer camp supplies.
- Contacts liaison for Shawnee Office Systems (copier) and Upward Bound Postage Meter.
- Checks and disseminates all Upward Bound mail.
- Assists TRIO accounting clerk with dissemination of paperwork.
- Assists directors with keeping Policy and Procedure manuals updated.
- Processes and submits bulk orders to the SSC Bookstore and other vendors.
- Scans/digitizes Upward Bound files once the process begins.
- Other duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Works collaboratively, cooperatively, and effectively with all grant programs staff.
- Assists 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.
- Possesses 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 **July 29, 2026** 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

and/or

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

SSC participates in E-verify.

Posted July 15, 2026