



## **JOB DESCRIPTION- IT ADMINISTRATIVE ASSISTANT**

### **General Description/Primary Purpose:**

The IT Administrative Assistant provides essential administrative and clerical support to the Information Technology department. This position serves as the first point of contact for internal and external inquiries, assists with scheduling, recordkeeping, purchasing, and departmental communications, and ensures the smooth day-to-day operations of the IT office. The role supports the IT team by maintaining organized systems, facilitating communication, and providing excellent customer service to faculty, staff, and students. This position reports to the Executive Director of Information Technology.

**Classification:** Full-Time, Non- Exempt Staff

**Salary:** Commensurate with qualifications, education and experience, plus fringe benefits.

**Appointment:** 12-month appointment

### **Overview:**

Murray State College is a small, open-door community college that provides personal growth and professional success opportunities to students of all educational backgrounds. Employees at MSC will flourish in a family-like environment that offers collegiate support and opportunities for advancement.

Located in the heart of the Chickasaw Nation, MSC's service area comprises small towns with low cost of living and numerous natural attractions which offer fishing, hiking, and camping. Conveniently located within a two-hour drive of Dallas and Oklahoma City, MSC offers the best of both worlds: small-town life with access to big city offerings.

### **Description of Job Duties:**

1. Coordinate I.T. purchasing activities, including vendor communication, bid documentation, and maintaining purchasing records.
2. Answer department phone lines and serve as the initial point of contact for I.T. inquiries.
3. Manage documentation of I.T. projects, including budgeting, purchasing records, and reporting requirements.
4. Coordinate employee travel related to I.T. conferences and professional development.
5. Assist with the completion of reports specific to the I.T. department.
6. Provide I.T. reporting support and maintain data for internal and external technology reports.
7. Organize, update, and maintain I.T. equipment inventory.
8. Maintain departmental records related to budgets, contracts, requisitions, and internal I.T. files.
9. Manage departmental purchase orders for I. T.-related expenditures and resources.
10. Log and track incoming mail and payments specific to the I.T. department.
11. Manage the I.T. Department Vendor Relations

12. Communicate with the Director of I.T. regarding ongoing departmental matters and provide briefings when necessary.
13. Compose routine correspondence and communications within departmental guidelines.
14. Plan and support I.T. events and departmental initiatives as assigned.
15. Perform administrative duties including file maintenance, visitor support, phone call handling, and inventory tracking for the I.T. office.
16. Support compliance tracking for I. T.-related policies, procedures, and standards.
17. Prepare agendas, record meeting minutes, and maintain action items for I.T. committees or working groups.
18. Participate in and provide administrative support for standing committees chaired by the Director of I.T.
19. Accept other duties as assigned.
20. Maintain NIMS training as required, including the IS-700.a and IS-100.HE tests
21. To meet objectives of virtual work-related situations and/or extended periods when working from home, all faculty and staff must have access to 24/7 reliable off-campus Internet.

**Required Knowledge, Skills, and Abilities:**

Individual must possess the following knowledge, skills, and abilities or be able to explain and/or demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, by using some other combination of skills and abilities.

- Develop and maintain the ability to operate office equipment.
- Ability to organize, manage, and coordinate all aspects of any office situation and maintain the ability to set priorities, organize, plan, and perform assignments, daily projects and meet deadlines and commitments without immediate supervision.
- Maintain the ability to schedule time and work efficiently under pressure of deadlines.
- Maintain excellent proofreading skills for grammar, spelling, punctuation, and format and have the ability to communicate orally and in writing with internal and external constituencies.
- Must maintain confidentiality of the college and general office business.
- Must possess a valid Oklahoma driver license.
- Demonstrate experience of, or willingness in, working effectively in a culturally diverse workplace and/or serving clientele from a variety of racial and cultural backgrounds.
- Develop and maintain an attitude of service towards students, coworkers, and others in a tactful, courteous, and professional manner.

**Other Ergonomic requirements:**

In performing job functions related to assigned duties, some amount of stooping, kneeling, bending, crouching, lifting, walking, carrying, and other movements may be required. All individuals are required to be able to perform these movements without a significant risk of injury to themselves or others, or to otherwise demonstrate or explain how they can perform the essential functions of the job.

**Hours:**

Monday- Thursday, 8:00 a.m. to 5:00 p.m. and Friday, 8:00 a.m.- 12 noon (37.5 hour work week). A flex schedule may be utilized if the area supervisor finds it necessary for the functionality of the department. Compensation time can be used if approved by the supervisor and the area Vice President in advance, per MSC policies and procedures.

**Qualifications Standards:**

1. **Minimum Education:** High School diploma, Associates degree preferred.
2. **Minimum Experience:** Direct oversight and management in an office setting. Prior experience in higher education is preferred.
3. **Professionalism:** Members of the Murray State College staff are expected to show professional competence, integrity, and enthusiasm in the performance of all responsibilities.
4. **Image:** Murray State College employees are expected to maintain a neat, well-groomed, and professional image at all times while performing their responsibilities.
5. **Background Check:** The successful candidate must give permission to have a formal background check conducted and employment is contingent upon the results of the national criminal and sex offender background check

**Application Process:**

1. Letter of application.
2. Resume.
3. Unofficial college transcript(s). NOTE: Official college transcript(s) required upon employment.
4. Completed MSC employment application.
5. Submit a Background Check Consent Form

**Submit Application to:**

Human Resource Office  
Murray State College  
One Murray Campus, Suite AD 104  
Tishomingo, Oklahoma 73460  
MSCemployment@mscok.edu

**Application Deadline:**

Position will be filled when an acceptable candidate is identified.

**MSC participates in E-Verify.**

MURRAY STATE COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER. Murray State College, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans with Disabilities Act of 1990, and other Federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, student financial aid, and educational services.