



JOB DESCRIPTION-PART TIME BUSINESS OFFICE ASSISTANT

General Description/Primary Purpose: The Part-Time Business Office Assistant will provide support to the Business Office, ensuring efficient operations in handling student billing, payments, and customer service. This position requires attention to detail, strong communication skills, and the ability to manage multiple tasks simultaneously. The Assistant will interact with students, staff, and other stakeholders, providing excellent customer service and assistance.

Classification: Part-Time, Non-Exempt

Salary: \$12 per hour

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, Murray State College'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.

Essential Job Functions:

1. Prepare and generate accurate student billing reports, ensuring all financial records are maintained and up-to-date.
2. Serve as a backup cashier during peak times, processing payments and issuing receipts for tuition, fees, and other charges.
3. Answer incoming calls and emails, providing information and assistance to students, staff, and other stakeholders. Respond to inquiries promptly and courteously.
4. Send out student correspondence related to billing, payments, deadlines, and other related matters. Ensure timely and accurate distribution of information.
5. Issue student identification cards, ensuring all relevant information is collected and processed according to guidelines.
6. Assist students with billing questions, providing clear and accurate information about their accounts. Guide students through payment processes, financial aid applications, and other relevant procedures.
7. Consistently exhibit an attitude of friendliness, courtesy, and respect

8. Performs job duties in a timely manner
9. Accepts other duties and responsibilities as assigned
10. 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:

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

- Use a computer and input/retrieve data
- Communicate effectively, both orally and in writing
- Accomplish job functions without direct supervision
- Handle several tasks at the same time and meet deadlines
- Use all equipment in the office, including but not limited to, telephone, computer, keyboard, printers, copy and fax machines
- Successfully demonstrate skills in Word, Excel and PowerPoint, as well as software and systems
- Organize and maintain storage areas
- Maintain an attitude of service and respect confidentiality

Other Ergonomic Requirements:

This position requires sufficient manual dexterity to operate all equipment within the office complex, including but not limited to telephone, computer, typewriter, printers, copy machine, Fax machine. Sufficient manual dexterity to perform computer operations throughout an 8-hour day is required. Some amount of sitting, standing, stooping, kneeling, bending, crouching, lifting, walking, climbing, reaching, and carrying are required. All individuals are required to perform these movements without 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:

Part-time hours will not exceed 29 hours per week. The schedule is subject to change depending on the schedule of the employee and the needs of the department.

Qualifications:

- 1. Minimum Educational Qualifications:** High school diploma or equivalent..
- 2. Experience:** Office/clerical experience preferred.
- 3. Professionalism:** The Murray State College staff members are expected to show professional competence, integrity, and enthusiasm in performing all responsibilities.
- 4. Image:** Murray State College employees are expected to maintain a neat, well-groomed, and professional image 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 transcripts (for both undergraduate and graduate coursework). (NOTE: Official transcript(s) required upon employment.)
4. Murray State College employment application
5. Background Check Consent Form

Submit Application:

Human Resources
Murray State College
One Murray Campus, Suite AD 104
Tishomingo, Oklahoma 73460
MSCEmployment@mscok.edu

Application Deadline:

Review of applications will begin immediately and continue until filled.

MSC participates in E-Verify

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