

The University of Oklahoma



ASSISTANT TO THE SITE DIRECTOR POSITION AVAILABLE AT HURLBURT FIELD

The University of Oklahoma (OU) Advanced Programs department has the position of Assistant to the Site Director open at its Hurlburt Field, Florida location. The Assistant to the Site Director is responsible for providing assistance and support to Site Director in administering Graduate Programs. These programs bring OU professors to instruct courses in an intensive format which are setup to meet the unique needs of service members, military dependents, civilian/contractor employees, and retirees.

The Assistant to the Site Director position is a 20-hours per-week position at a pay range of \$10.95-\$11.50 per hour with partial benefits and a tuition fee waiver. Some evening and weekend work is required.

Minimum requirements include; (a) experience in office administration, (b) computer skills that include MS Office, e-mail, and internet usage, (c) a professional appearance, (d) exceptional communication skills, (e) high motivation, (f) the ability to deal with all levels of management

To apply, please access the OU Online Employment Service at <https://jobs.ou.edu>. The job requisition number is 09686. Please submit a cover letter and resume along with your application.

- All applicants must have a valid driver's license, social security card, and be eligible for base access privileges.

The University of Oklahoma is an Affirmative Action/Equal Opportunity employer and encourages diversity in the workplace.