



Federal Aviation Administration

[Aviation Safety Inspector \(General Aviation Operations\)](#)

[Save Job](#) | [More Like This](#)

Business Component: FAA Aeronautical Center Region, Regulatory Support Division, Airmen Testing Standards Branch, AFS-630

Salary:

\$85,710.00 - \$132,874.00 / Per Year

Series & Grade:

FV-1825-J/J

Location(s):

Oklahoma City, Oklahoma

Open Period:

12/11/2015 to 12/28/2015

Announcement Number:

AAC-INT-16-AFS610-45048

Department:

Department Of Transportation

Agency:

Federal Aviation Administration

Position Info:

Full Time - Permanent

Who May Apply:

FAA Employees - This announcement is open to current permanent FAA employees and...

[Supervisory Aviation Safety Inspector \(General Aviation Operations\)](#)

[Save Job](#) | [More Like This](#)

Business Component: FAA Aeronautical Center Region, Regulatory Support Division, Specialty Aircraft Examiner Branch, AFS-610

Salary:

\$102,364.00 - \$158,612.00 / Per Year

Series & Grade:

FV-1825-K/K

Location(s):

Oklahoma City, Oklahoma

Open Period:

12/11/2015 to 12/21/2015

Announcement Number:

AAC-INT-16-AFS610-45051

Department:

Department Of Transportation

Agency:

Federal Aviation Administration

Position Info:

Full Time - Permanent

Who May Apply:

FAA Employees - This announcement is open to current permanent FAA employees and...

[Aviation Safety Inspector \(General Aviation Operations\)](#)

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Business Component: FAA Aeronautical Center Region, Regulatory Support Division, Airmen Testing Standards Branch, AFS-630

Salary:

\$85,710.00 - \$132,874.00 / Per Year

Series & Grade:

FV-1825-J/J

Location(s):

Oklahoma City, Oklahoma

Open Period:

12/11/2015 to 12/28/2015

Announcement Number:

AAC-INT-16-AFS630-45054

Department:

Department Of Transportation

Agency:

Federal Aviation Administration

Position Info:

Full Time - Permanent

Who May Apply:

FAA Employees - This announcement is open to current permanent FAA employees and...

[Airway Transportation Systems Specialist](#)

[Save Job](#) | [More Like This](#)

Amendment Date: 12/11/2015 Amendment Note: This announcement has been extended. Business Component: ATO- Air Traffic Organization

Salary:

\$35,704.00 - \$53,555.00 / Per Year

Series & Grade:

FV-2101-F/F

Location(s):

FAA - Technical Operations Facility Locations, United States

Open Period:

11/2/2015 to 1/31/2016

Announcement Number:

FAA-AHF-16-ATSS-44508

Department:

Department Of Transportation

Agency:

Federal Aviation Administration

Position Info:

Full Time - Permanent

Who May Apply:

U.S. Citizens

[Airway Transportation Systems Specialist \(Communication\)](#)

[Save Job](#) | [More Like This](#)

Amendment Date: 12/11/2015 Amendment Note: This announcement has been extended. Business Component: Federal Aviation Administration (FAA), Air Traffic Organization, Technical Operations Field Service

Salary:

\$41,722.00 - \$64,674.00 / Per Year

Series & Grade:

FV-2101-G/G

Location(s):

FAA - Technical Operations Facility Locations, United States

Open Period:

11/3/2015 to 1/31/2016

Announcement Number:

FAA-AMH-16-ATSSCOM-44568

Department:

Department Of Transportation

Agency:

Federal Aviation Administration

Position Info:

Full Time - Multiple Appointment Types

Who May Apply:

U.S. Citizens

[Airway Transportation Systems Specialist \(Radar\)](#)

[Save Job](#) | [More Like This](#)

Amendment Date: 12/11/2015 Amendment Note: This announcement has been extended. Business Component: Federal Aviation Administration (FAA), Air Traffic Organization, Technical Operations Field Service

Salary:

\$41,722.00 - \$64,674.00 / Per Year

Series & Grade:

FV-2101-G/G

Location(s):

FAA - Technical Operations Facility Locations, United States

Open Period:

11/3/2015 to 1/31/2016

Announcement Number:

FAA-AMH-16-ATSSRAD-44569

Department:

Department Of Transportation

Agency:

Federal Aviation Administration

Position Info:

Full Time - Multiple Appointment Types

Who May Apply:

U.S. Citizens

[Airway Transportation Systems Specialist \(Navigational Aids\)](#)

[Save Job](#) | [More Like This](#)

Amendment Date: 12/11/2015 Amendment Note: This announcement has been extended. Business Component: Federal Aviation Administration (FAA), Air Traffic Organization, Technical Operations Field Service Salary:

\$41,722.00 - \$64,674.00 / Per Year

Series & Grade:

FV-2101-G/G

Location(s):

FAA - Technical Operations Facility Locations, United States

Open Period:

11/3/2015 to 1/31/2016

Announcement Number:

FAA-AMH-16-ATSSNAV-44570

Department:

Department Of Transportation

Agency:

Federal Aviation Administration

Position Info:

Full Time - Multiple Appointment Types

Who May Apply:

U.S. Citizens

[Airway Transportation Systems Specialist \(Environmental\)](#)

[Save Job](#) | [More Like This](#)

Amendment Date: 12/11/2015 Amendment Note: This announcement has been extended. Business Component: Federal Aviation Administration (FAA), Air Traffic Organization, Technical Operations Field Service Salary:

\$41,722.00 - \$64,674.00 / Per Year

Series & Grade:

FV-2101-G/G

Location(s):

FAA - Technical Operations Facility Locations, United States

Open Period:

11/3/2015 to 1/31/2016

Announcement Number:

FAA-AMH-16-ATSSENV-44573

Department:

Department Of Transportation

Agency:

Federal Aviation Administration

Position Info:

Full Time - Multiple Appointment Types

Who May Apply:

U.S. Citizens

[Airway Transportation Systems Specialist \(Automation\)](#)

[Save Job](#) | [More Like This](#)

Amendment Date: 12/11/2015 Amendment Note: This announcement has been extended. Business Component: Federal Aviation Administration (FAA), Air Traffic Organization, Technical Operations Field Service

Salary:

\$41,722.00 - \$64,674.00 / Per Year

Series & Grade:

FV-2101-G/G

Location(s):

FAA - Technical Operations Facility Locations, United States

Open Period:

11/3/2015 to 1/31/2016

Announcement Number:

FAA-AMH-16-ATSSAUT-44572

Department:

Department Of Transportation

Agency:

Federal Aviation Administration

Position Info:

Full Time - Multiple Appointment Types

Who May Apply:

U.S. Citizens

[Management Analyst](#)

[Save Job](#) | [More Like This](#)

Business Component: FAA Aeronautical Center Region, Enterprise Services Center, Enterprise Business Office, Business Development and Customer Relations Management Branch, AMK-012

Salary:

\$47,630.00 - \$73,832.00 / Per Year

Series & Grade:

FV-0343-G/G

Location(s):

Oklahoma City, Oklahoma

Open Period:

12/14/2015 to 12/28/2015

Announcement Number:

AAC-INT-16-AMK012-45069

Department:

Department Of Transportation

Agency:

Federal Aviation Administration

Position Info:

Full Time - Permanent

Who May Apply:

Current or Former Federal Employees & EVHO - This announcement is open to all te...

[Quality Assurance Specialist](#)

[Save Job](#) | [More Like This](#)

Business Component: DOT/FAA/Mike Monroney Aeronautical Center, Aircraft Maintenance and Engineering Group, Quality Assurance Team, AJW-3470

Salary:

\$58,227.00 - \$90,253.00 / Per Year

Series & Grade:

FV-1910-H/H

Location(s):

Oklahoma City, Oklahoma

Open Period:

12/10/2015 to 12/31/2015

Announcement Number:

AAC-INT-16-AJW3470-45015

Department:

Department Of Transportation

Agency:

Federal Aviation Administration

Position Info:

Full Time - Permanent

Who May Apply:

FAA Employees - This announcement is open to current permanent and temporary* FA...

[Management and Program Analyst](#)

[Save Job](#) | [More Like This](#)

Business Component: FAA Aeronautical Center Region, FAA Logistics Center, Navigation Landing Weather Product Division, Program Support Branch, AML-7080

Salary:

\$58,227.00 - \$90,253.00 / Per Year

Series & Grade:

FV-0343-H/H

Location(s):

Oklahoma City, Oklahoma

Open Period:

12/4/2015 to 12/18/2015

Announcement Number:

AAC-INT-16-AML7080-44936

Department:

Department Of Transportation

Agency:

Federal Aviation Administration

Position Info:

Full Time - Permanent

Who May Apply:

FAA Employees - Office/Division/Facility - This announcement is open to current ...

[Supervisor, Airspace System Inspection Pilot](#)

[Save Job](#) | [More Like This](#)

Business Component: FAA Aeronautical Center Region, ATO, Aviation System Standards, Flight Inspection Operations Group, Professional Standards Team, AJW-3330

Salary:

\$102,364.00 - \$158,612.00 / Per Year

Series & Grade:

FV-2181-K/K

Location(s):

Oklahoma City, Oklahoma

Open Period:

12/7/2015 to 12/28/2015

Announcement Number:

AAC-INT-16-AJW3330-44967

Department:

Department Of Transportation

Agency:

Federal Aviation Administration

Position Info:

Full Time - Permanent

Who May Apply:

FAA Employees - Office/Division/Facility - This announcement is open to current ...

[Supervisory, Airspace System Inspection Pilot](#)

[Save Job](#) | [More Like This](#)

Business Component: FAA Aeronautical Center Region, Air Traffic Organization, Flight Inspection Services, Flight Inspection Operations Group, Flight Operations Team, AJW-334

Salary:

\$102,364.00 - \$158,612.00 / Per Year

Series & Grade:

FV-2181-K/K

Location(s):

Oklahoma City, Oklahoma

Open Period:

12/7/2015 to 12/28/2015

Announcement Number:

AAC-INT-16-AJW3340-44979

Department:

Department Of Transportation

Agency:

Federal Aviation Administration

Position Info:

Full Time - Permanent

Who May Apply:

FAA Employees - This announcement is open to current Permanent FAA employees wit...

[Senior Aerospace Engineer](#)

[Save Job](#) | [More Like This](#)

Business Component: Associate Administrator for Aviation Safety, Aircraft Certification Service, Design, Manufacturing and Airworthiness Division, System Performance and Development Branch, AIR-150

Salary:

\$89,667.00 - \$138,938.00 / Per Year

Series & Grade:

FV-0861-K/K

Location(s):

FAA Nationwide-Selectee Remains in Current Duty Location, United States

Open Period:

12/8/2015 to 12/18/2015

Announcement Number:

AWA-AIR-16-0024RJ-44937

Department:

Department Of Transportation

Agency:

Federal Aviation Administration

Position Info:

Full Time - Permanent

Who May Apply:

FAA Employees - AVS Wide and AMA-200

[Aerospace Engineering Technician](#)

[Save Job](#) | [More Like This](#)

Business Component: FAA Aeronautical Center Region, Flight Inspection Services, Aircraft Maintenance and Engineering Group, Base Maintenance, AJW-3430

Salary:

\$70,106.00 - \$108,652.00 / Per Year

Series & Grade:

FV-0802-I/I

Location(s):

Oklahoma City, Oklahoma

Open Period:

12/9/2015 to 12/30/2015

Announcement Number:

AAC-INT-16-AJW3430-45022

Department:

Department Of Transportation

Agency:

Federal Aviation Administration

Position Info:

Full Time - Permanent

Who May Apply:

FAA Employees - Office/Division/Facility - Organization Wide - This announcement...

[Financial Specialist](#)

[Save Job](#) | [More Like This](#)

Business Component: FAA Aeronautical Center Region, Enterprise Services Center, Enterprise Business Office, Financial Management Branch, AMK-013

Salary:

\$58,227.00 - \$90,253.00 / Per Year

Series & Grade:

FV-0501-H/H

Location(s):

Oklahoma City, Oklahoma

Open Period:

11/30/2015 to 12/14/2015

Announcement Number:

AAC-INT-16-AMK013-44847

Department:

Department Of Transportation

Agency:

Federal Aviation Administration

Position Info:

Full Time - Permanent

Who May Apply:

FAA Employees - Office/Division/Facility - This announcement is open to current ...

[Aviation Safety Inspector \(Airworthiness\)](#)

[Save Job](#) | [More Like This](#)

Business Component: Associate Administrator for Aviation Safety, Flight Standards Service, Aviation Special Activities and Security Division, Special Emphasis Investigations Team (SEIT) Branch, AFS-1030

Salary:

\$75,079.00 - \$116,393.00 / Per Year

Series & Grade:

FV-1825-J/J

Location(s):

FAA Nationwide-Selectee Remains in Current Duty Location, United States

Open Period:

12/1/2015 to 12/15/2015

Announcement Number:

AWA-AFS-16-0022LB-44725

Department:

Department Of Transportation

Agency:

Federal Aviation Administration

Position Info:

Full Time - Temporary NTE - 1 year May be extended beyond the 1 year

Who May Apply:

FAA Employees

[Materials Handler Leader](#)

[Save Job](#) | [More Like This](#)

Business Component: FAA Aeronautical Center Region, FAA Logistics Center, Distribution Center Division, Support & Storage Branch, AML-1080

Salary:

\$20.54 - \$24.01 / Per Hour

Series & Grade:

FL-6907-06/06

Location(s):

Oklahoma City, Oklahoma

Open Period:

12/1/2015 to 12/14/2015

Announcement Number:

AAC-INT-16-AML1080-44865

Department:

Department Of Transportation

Agency:

Federal Aviation Administration

Position Info:

Full Time - Permanent

Who May Apply:

Current or Former Federal Employees & EVHO - This announcement is open to all pe...

[Aviation Safety Inspector \(AC OPS-Instructor\)](#)

[Save Job](#) | [More Like This](#)

Business Component: DOT/FAA/Mike Monroney Aeronautical Center, FAA Academy, Regulatory Standards Division, Air Transportation Operations Branch, AMA-240.

Salary:

\$83,468.00 - \$128,223.00 / Per Year

Series & Grade:

FG-1825-13/14

Location(s):

Oklahoma City, Oklahoma

Open Period:

12/1/2015 to 12/14/2015

Announcement Number:

AAC-INT-16-AMA240-44905

Department:

Department Of Transportation

Agency:

Federal Aviation Administration

Position Info:

Full Time - Permanent

Who May Apply:

FAA Employees - This announcement is open to current permanent and temporary* FA...

[Supervisory Medical Officer \(Aviation Medicine\)](#)

[Save Job](#) | [More Like This](#)

Business Component: FAA Aeronautical Center Region, Office of Aerospace Medicine, Civil Aerospace Medical Institute, Aerospace Medicine Certification Division, AAM-300

Salary:

\$144,287.00 - \$183,300.00 / Per Year

Series & Grade:

FV-0602-M/M

Location(s):

Oklahoma City, Oklahoma

Open Period:

11/23/2015 to 12/22/2015

Announcement Number:

AAC-INT-16-AAM300-44823

Department:

Department Of Transportation

Agency:

Federal Aviation Administration

Position Info:

Full Time - Permanent

Who May Apply:

Current or Former Federal Employees & EVHO - This announcement is open to all te...

[Supervisory Medical Officer \(Aviation Medicine\)](#)

[Save Job](#) | [More Like This](#)

Business Component: FAA Aeronautical Center Region, Office of Aerospace Medicine, Civil Aerospace Medical Institute, Aerospace Medicine Certification Division, AAM-300

Salary:

\$144,287.00 - \$183,300.00 / Per Year

Series & Grade:

FV-0602-M/M

Location(s):

Oklahoma City, Oklahoma

Open Period:

11/23/2015 to 12/22/2015

Announcement Number:

AAC-EXT-16-AAM300-44825

Department:

Department Of Transportation

Agency:

Federal Aviation Administration

Position Info:

Full Time - Permanent

Who May Apply:

U.S. Citizens - Open to United States Citizens.

[Aviation Safety Inspector - General Aviation Maintenance](#)

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To access a list of Flight Standards Duty Locations, please visit our website at

http://www.faa.gov/about/office_org/field_offices/fsdo/ . Amendment Date: 11/03/2015 Amendment Note:

Notes Business Component: FAA, Aviation Safety, Flight Standards Services

Salary:

\$42,399.00 - \$79,936.00 / Per Year

Series & Grade:

FG-1825-9/12

Location(s):

FAA Flight Standards Locations, United States

Open Period:

3/26/2015 to 3/24/2016

Announcement Number:

FAA-AMH-15-GAM-38355

Department:

Department Of Transportation

Agency:

Federal Aviation Administration

Position Info:

Full Time - Permanent

Who May Apply:

U.S. Citizens

[Aviation Safety Inspector - Air Carrier Maintenance](#)

[Save Job](#) | [More Like This](#)

To access a list of Flight Standards Duty Locations, please visit our website at http://www.faa.gov/about/office_org/field_offices/fsdo/ . Amendment Date: 11/03/2015 Amendment Note: Aviation Safety Inspectors must be physically able to perform the duties of the position in a safe and efficient manne

Salary:

\$42,399.00 - \$79,936.00 / Per Year

Series & Grade:

FG-1825-9/12

Location(s):

FAA Flight Standards Locations, United States

Open Period:

3/26/2015 to 3/24/2016

Announcement Number:

FAA-AMH-15-ACM-38356

Department:

Department Of Transportation

Agency:

Federal Aviation Administration

Position Info:

- Permanent

Who May Apply:

U.S. Citizens

[Aviation Safety Inspector - Air Carrier Avionics](#)

[Save Job](#) | [More Like This](#)

To access a list of Flight Standards Duty Locations, please visit our website at http://www.faa.gov/about/office_org/field_offices/fsdo/ . Amendment Date: 11/03/2015 Amendment Note: Aviation Safety Inspectors must be physically able to perform the duties of the position in a safe and efficient manne

Salary:

\$42,399.00 - \$79,936.00 / Per Year

Series & Grade:

FG-1825-9/12

Location(s):

FAA Flight Standards Locations, United States

Open Period:

3/26/2015 to 3/24/2016

Announcement Number:

FAA-AMH-15-ACV-38358

Department:

Department Of Transportation

Agency:

Federal Aviation Administration

Position Info:

- Permanent

Who May Apply:

U.S. Citizens

[Aviation Safety Inspector - General Aviation Avionics](#)

[Save Job](#) | [More Like This](#)

To access a list of Flight Standards Duty Locations, please visit our website at

http://www.faa.gov/about/office_org/field_offices/fsdo/ . Amendment Date: 11/03/2015 Amendment Note:

Aviation Safety Inspectors must be physically able to perform the duties of the position in a safe and efficient manne

Salary:

\$42,399.00 - \$79,936.00 / Per Year

Series & Grade:

FG-1825-9/12

Location(s):

FAA Flight Standards Locations, United States

Open Period:

3/26/2015 to 3/24/2016

Announcement Number:

FAA-AMH-15-GAV-38357

Department:

Department Of Transportation

Agency:

Federal Aviation Administration

Position Info:

Full Time - Permanent

Who May Apply:

U.S. Citizens

[Aviation Safety Inspector - General Aviation Operations](#)

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To access a list of Flight Standards Duty Locations, please visit our website at

http://www.faa.gov/about/office_org/field_offices/fsdo/ . Amendment Date: 11/03/2015 Amendment Note:

Aviation Safety Inspectors must be physically able to perform the duties of the position in a safe and efficient manne

Salary:

\$42,399.00 - \$79,936.00 / Per Year

Series & Grade:

FG-1825-9/12

Location(s):

FAA Flight Standards Locations, United States

Open Period:

3/26/2015 to 3/24/2016

Announcement Number:

FAA-AMH-15-GAO-38353

Department:

Department Of Transportation

Agency:

Federal Aviation Administration

Position Info:

Full Time - Permanent

Who May Apply:

U.S. Citizens

[Aviation Safety Inspector -Air Carrier Operations](#)

[Save Job](#) | [More Like This](#)

To access a list of Flight Standards Duty Locations, please visit our website at

http://www.faa.gov/about/office_org/field_offices/fsdo/ . Amendment Date: 11/03/2015 Amendment Note:

Aviation Safety Inspectors must be physically able to perform the duties of the position in a safe and efficient manne

Salary:

\$42,399.00 - \$79,936.00 / Per Year

Series & Grade:

FG-1825-9/12

Location(s):

FAA Flight Standards Locations, United States

Open Period:

3/26/2015 to 3/24/2016

Announcement Number:

FAA-AMH-15-ACO-38354

Department:

Department Of Transportation

Agency:

Federal Aviation Administration

Position Info:

Full Time - Permanent

Who May Apply:

U.S. Citizens

OKLAHOMA DEPARTMENT OF CORRECTIONS POSITION ANNOUNCEMENT

Oklahoma Department of Corrections • 3400 Martin Luther King Avenue,
P.O. Box 11400 •
Oklahoma City, OK 73136-0400 • (405) 425-7602

Application Filing Procedures: State Agencies – Classified State Employees submit a Resume, HCM 4-B, and a copy of most recent employee service evaluation, and a cover letter which has a telephone number where you can be reached during office hours to the appropriate facility by 5:00 p.m. on the closing date.

Any qualified applicant with a disability may request reasonable accommodation to complete the application/interview process by providing information regarding the specific nature of the accommodation requested, and the reason for the request, to the department representative listed on the job announcement.

The Appointing Authority may require a (6) month trial period in accordance with Merit Rule 260:25-11-55(b).

The Department of Corrections is an equal opportunity employer and does not discriminate on the basis of race, religion, color, sex, age, national origin or disability.

The Department of Corrections promotes a drug free workplace. The use of tobacco or tobacco-like products (including vapor-producing devices) is prohibited on all property owned, contracted for use or leased by the State of Oklahoma.

Background: All non-Department of Corrections applicants will be subject to pre-employment background investigation following a conditional offer of employment.

Duties and Requirements: For a job family descriptor, please call the Human Resources Management Specialist Representative listed below.

Department of Corrections

December 10, 2015

This page is for current permanent classified state employees of Oklahoma and former state employees requesting reinstatement.

Accountant, Level I/II/III

Business Services-Community Corrections/Kate Barnard Community Corrections Center

Closing Date: December 28, 2015

Job Family Code: D14A/D14B/D14C

Pay Band/Salary: I - \$2,320.76 - \$4,048.94 – Level I

J - \$2,547.30 - \$4,451.39 – Level II

K - \$2,879.29 - \$4,865.65 – Level III

Vacancies: 1 Pin #13101591

Following a conditional offer of employment and prior to entering on duty, all applicants will be directed for drug testing per OP-110235.

Send 4B, resume and most current evaluation to:

Kathi Lee, Human Resources Coordinator
DOC Field Support Division
2901 N. Classen Blvd., Suite 200
Oklahoma City, OK 73106
(405) 962-6112
E-Mail to: Kathi.lee@doc.ok.gov

Materiel Management Specialist, Level II

Mabel Bassett Correctional Center

Closing Date: December 28, 2015

Job Family Code: F20B

Pay Band/Salary: E - \$1,732.20 - \$2,746.94 monthly

Vacancies: 1 Pin #13104555

Following a conditional offer of employment and prior to entering on duty, all applicants will be directed for drug testing per OP-110235.

Send 4B, resume and most current evaluation to:

Eileen Rentie, Human Resources Management Specialist
Mabel Bassett Correctional Center
29501 Kickapoo Road
McLoud, OK 74851
(405) 964-1633 (405) 964-3014 (FAX)
E-Mail to: eileen.rentie@doc.ok.gov

Department of Corrections

December 10, 2015

This page is for current permanent classified state employees of Oklahoma and former state employees requesting reinstatement.

Secretary, Level V

Oklahoma State Reformatory

Closing Date: December 28, 2015

Job Family Code: E24A

Pay Band/Salary: J - \$2,477.74 - \$4,451.39 monthly

Vacancies: 1 Pin #13100046

Following a conditional offer of employment and prior to entering on duty, all applicants will be directed for drug testing per OP-110235.

Send 4B, resume and most current evaluation to:

Cristie Miller, Human Resources Management Specialist

Oklahoma State Reformatory

P.O. Box 514

Granite, OK 73547

(580) 480-3730 (580) 480-3995 (FAX)

E-Mail to: cristie.miller@doc.ok.gov

Department of Corrections

December 10, 2015

This page is for current permanent classified state employees of Oklahoma and former state employees requesting reinstatement.

Probation and Parole Officer, Level I/II/III

Jeffery M. McCoy Central District Community Corrections

Closing Date: December 17, 2015

Job Family Code: I40A/I40B/I40C

Pay Band/Salary: I - \$2,698.04 - \$4,048.94 monthly – Level I

K - \$2,892.43 - \$4,865.65 monthly – Level II

L - \$3,181.69 - \$5,352.13 monthly – Level III

Vacancies: 1 Pin #13104597

Following a conditional offer of employment and prior to entering on duty, all applicants will be directed for drug testing and MMPI psychological evaluation completed per OP-110235. Travel required.

Send 4B, resume, college transcript, and most current evaluation to:

Barbara Reinbold, Human Resources Management Specialist

Division of Community Corrections

3700 Classen Blvd., Suite 110

Oklahoma City, OK 73118

(405) 523-3078 (405) 525-4529 (FAX)

E-Mail to: barbara.reinbold@doc.ok.gov

ROSE STATE COLLEGE

ANNOUNCES AN OPENING IN STUDENT AFFAIRS & MARKETING STUDENT ENGAGEMENT

POSITION: COLLEGE LIAISON/GEAR UP COACH (TEMPORARY, STF)

DESCRIPTION OF DUTIES: Responsible for collaborating with the Oklahoma State Regents for Higher Education to promote early student awareness and readiness for college and assist the identified GEAR UP 24 Local Education Agencies (LEA's) 7th – 12th grade students in matriculation to Rose State College. The local targeted school districts are: Harrah, Little Axe, Luther, McLoud and Tecumseh. Represent GEAR UP at high schools, community colleges, events and public functions to encourage enrollment of students at the specified community college. Work as part of the student services team in each LEA to develop and carry out a plan for preparing students for success in college. Serve as part of the LEA GEAR UP advisory/evaluation team. Actively seek to build relationships with schools, students' parents and communities to promote higher education and build support for student success. Schedule and pre-plan GEAR UP High School College Day visits on Campus. Conduct Campus tours and conferences with students and parents. Evaluate high school transcript and assist students with specified college admission, financial aid, student support and academic processes. Develop and maintain a tracking system for GEAR UP schools' graduating seniors. Develop intervention strategies to assist students with college success and completion. Work with instructors, college registrars, and targeted students to provide support, identify at-risk students, and help students with degree completion activities. Work with parents, High School counselors and administrators to provide information regarding specific college requirements, financial planning, scholarships and student support services. Collaborate with community college faculty advisors to identify academic options, choose academic strategies and help with student enrollment. Act as a resource for academic information, financial aid information and decision-making strategies once the student arrives on the campus. Assist the College in tracking and understanding the perspective of GEAR UP students and work with specified College registrars to implement degree completion activities. Regular attendance is an essential function of this position. This position is subject to random drug testing as set forth in the College's Policies and Procedures Manual.

MINIMUM QUALS: Associate's Degree in related field. Two (2) or more years of experience working directly with High School and/or College students. Experience working with High School and/or College students. Must have clear understanding of the needs of GEAR UP qualified students. Knowledge of College services including, but not limited to: financial aid, degree completion activities and academic support programs. Demonstrated ability to use independent judgment. Excellent oral/written communication, interpersonal, leadership and organizational skills. Demonstrated ability to effectively deliver presentations to small and large groups. Willingness to travel. Light lifting up to 10 lbs and light carrying up to 10 lbs required. Periods of time spent sitting, standing, walking, kneeling, bending and stooping.

DESIRED QUALS: Bachelor's Degree. Three years of experience working directly with High School and/or College students. Familiarity with GEAR UP grant program, knowledge of community college requirements, programs and degrees.

SALARY: \$34,375 - \$35,975

APPLICATION DEADLINE: **DECEMBER 22, 2015**

Please submit application materials by the announced deadline. The original signed Rose State College application form and unofficial degree conferring transcripts must be received by this office for formal consideration; however, should an offer of employment be extended, official transcripts are required.

Candidate selected will serve a probationary period. All finalists may be subject to a background check and/or drug test.

(POSTED ON DECEMBER 9, 2015)

Must be eligible to work in the United States

An Equal Opportunity Employer

In accordance with the Americans with Disabilities Act, reasonable accommodations in the application process will be provided upon written request.

<https://www.rose.edu/content/about-us/our-college/human-resources/job-listings/>

HUMAN RESOURCES/AAO (405) 733-7979

6420 SE 15th STREET ~ MIDWEST CITY, OK ~ 73110-2799

