

This position reports to the Human Resources Director and will be responsible for refiling personnel, confidential, and medical files. This position will also assist in on-going filing as needed and scanning all files into our storage system.

Part-Time- Temp

\$15 per hour

Temporary, 12-month appointment

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.

1. Maintain employee records, ensuring accuracy and confidentiality in HRIS and personnel files.
2. Manage recruitment efforts, including job postings, screening, and coordinating onboarding.
3. Assist with performance management processes, including documentation and tracking of performance %

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.

Ability to use a computer and input/retrieve data.

Ability to communicate effectively, both orally and in writing.

Ability to accomplish job functions without direct supervision; must be self-motivated.

Ability to handle several tasks at the same time and meet deadlines.

Ability to use all equipment in the office, including but not limited to telephone, computer, typewriter, printers, copy machine, fax machine, etc.

Demonstrate skills in Word, Excel, and PowerPoint

1. Letter of application
2. Resume
3. Unofficial college transcripts (for both undergraduate and graduate course work).
(NOTE: Official transcript(s) required upon employment.)
4. Murray State College employment application
5. Background check consent form.

Human Resources
Murray State College
One Murray Campus
Tishomingo, Oklahoma 73460
humanresources@mscok.edu

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Review of applications will begin immediately and continue until filled.