



**WHAT'S HAPPENING AT NOC: TONKAWA, ENID AND STILLWATER**  
**Published by Northern Oklahoma College Public Information Office**  
**(August 2 - 9, 2013)**

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## Calendar of events

**Friday, August 2**

**Tonkawa/Enid/Stillwater:**

No classes and the offices are closed

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**Saturday & Sunday, August 3 & 4**

**Tonkawa/Enid/Stillwater:**

No activities scheduled

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**Monday, August 5**

**Tonkawa/Enid/Stillwater:**

NOC offices return to normal business hours - 8 a.m. to 5 p.m., Monday thru Friday

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**Tuesday August 6**

**Stillwater:**

Faculty report

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Wednesday - Friday, August 7 - 9

**Tonkawa/Enid/Stillwater:**

No activities scheduled

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## Upcoming Events

Save the dates:

- **Digital Media Institute (DMI) is accepting 2013-14 school year applications now;** “The Power to Create” - applications can be downloaded at <http://dmi.noc.edu>. Questions, call Brad Matson (580) 628-6458
- **In-service** – new FTE faculty & adjunct – **Aug. 12**
- **In-service** – Tonkawa, Enid & Stillwater – **Aug 13**
- **In-service activities for faculty** – **Aug. 14 – 16**
- **NOC Tonkawa freshman nursing orientation** – **Aug. 15**
- **Maverick & Jets Pride Days** – **Aug. 15 – 18**, fall semester welcome activities for new & returning students
- **Extended office/bookstore hours** – **Aug. 17**, 10 a.m. to 3 p.m., Stillwater campus and the Tonkawa & Enid bookstores
- **NOC Stillwater “Freshman Meet and Greet”** – **Aug. 18**
- **Jet’s Pride Dance** – **Aug. 19**, NOC Enid
- **Fall semester begins** – **Aug. 19**
- **Extended office/bookstore hours** – **Aug. 19 & 20**, 8 a.m. to 6:30 p.m., Tonkawa & Enid campuses and bookstores
- **NOC Tonkawa Play & Musical auditions** – **Aug. 21**
- **Coed flag football sign-up** – **Aug. 21**, NOC Tonkawa
- **Intramural sports sign-up** – **Aug. 22**, commons area, NOC Stillwater, 12:30 – 1:30 p.m.
- **NOC Tonkawa Play & Musical auditions, call backs** – **Aug. 22**
- **Final day to add courses and logon to online courses** - **Aug. 23**
- **Soccer** – **Aug. 23**, Mavs vs. Blue River at Independence, Mo., women at 2 p.m./men 4 p.m.
- **NOC Stillwater offices open until 6:30 p.m.** – **Aug. 23**
- **The Maverick Sheep Show** – **Aug. 24**, Ag. Facility, NOC Tonkawa campus
- **Presidential Partners Donor Recognition event** – **Aug. 27**, NOC Tonkawa President’s home
- **Soccer** – **Aug. 27**, Mavs vs. Allen County at Iola, Kan., women at 2 p.m./men 4 p.m.
- **Intramural sports sign-up** – **Aug. 27**, commons area, NOC Stillwater, 12:30 – 1:30 p.m.
- **Coed flag football sign-up deadline** – **Aug. 29**, NOC Tonkawa
- **Blood Drive** – **Aug. 30**, 10 a.m. to 3 p.m., NOC Stillwater
- **Final day to drop with a full refund** – **Aug. 30**
- **Soccer** – **Aug. 30**, Mavs vs. Butler at El Dorado, Kan., women at 2 p.m.
- **No shows due by noon** – **Aug. 30**
- **Soccer** – **Aug. 31**, Mavs vs. Paris Junior College at Tonkawa, men at 3:30 p.m.
- **Cowboy Football** – **Aug. 31**, OSU Cowboys vs. Mississippi State at Houston, 2:30 p.m.
- **NOC Tonkawa coed flag football games begin** – **Sept. 1**, NOC Tonkawa
- **Labor Day** – **Sept. 2**, no classes and the offices are closed

Event details are available on the NOC Website, “Calendar” (<http://www.noc.edu/calendar>). Go to the event date, click on the text for the event of interest and more details will display if available.

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# News from Northern

## HAPPY BIRTHDAY! - August

NOC employees celebrating August birthdays are: Roxanne Rogers and Kim Ochoa, 1<sup>st</sup>; James Duckworth, 2<sup>nd</sup>; Donal Heimbach, 4<sup>th</sup>; Eddy Emerson and Brad Matson, 6<sup>th</sup>; Lois Payne, Gene Young, Todd Ging and Neisha Jones, 8<sup>th</sup>; Paula Wolf, 10 and Sarah Olson, 10<sup>th</sup>; Paul Lester, 13<sup>th</sup>; Miles Hardage, 14<sup>th</sup>; Fred Heath, 15<sup>th</sup>; Pat Hullet, 16<sup>th</sup>; Cindy Fox and Cissy Leonard, 23<sup>rd</sup>; Bart Allen, 23<sup>rd</sup>; Paul Bowers and Michael Duroy, 24<sup>th</sup>; and Pamela Yellin, Dineo Heilmann and Jackie Johnson, 31<sup>st</sup>. If anyone needs to be added to the list, contact Jill Dark at 580.628.6232.

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## Mental Health Fair set for September 10 on the Tonkawa and Enid campuses

The NOC Tonkawa and Enid Counseling Departments and NOC Tonkawa Students Against Destructive Decisions (SADD) Chapter will be sponsoring a Mental Health Fair and Suicide Awareness Presentation, Sept. 10 from 10 a.m. to 1 p.m. The event is open to all NOC students, faculty and staff on both the NOC Tonkawa and Enid Campuses.

The event will be held on the Tonkawa campus in the student union with the presentation in the Walcher Conference Center and on the Enid campus in Marshall 100 and 101.

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EXTRA

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This is the link to "News Center Extra" <http://okhighered.org/news-center/extra.shtml>

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## NOC to extend office and bookstore hours

Northern Oklahoma College extended office hours have been finalized for the upcoming fall semester.

NOC will offer special extended office hours including Financial Aid, Bookstore, Student Affairs, Admissions/Registration, Student Success Center, Scholarships, Information Technology and Finance/Bursar offices: Monday, Aug. 19, 8 a.m. - 6:30 p.m.; and Tuesday, Aug. 20, 8 a.m. - 6:30 p.m.

NOC Administrative Offices in Stillwater will offer additional extended office hours on Saturday, Aug. 17, 10 a.m. - 3 p.m.

The Tonkawa and Enid bookstores will be open Saturday, Aug. 17 from 10 a.m. - 3 p.m.

NOC normal business hours, Monday through Friday, 8 a.m. - 5 p.m., will resume beginning August 5.

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## Student loan bill passes; students call it good news but are concerned about future rates

Tulsa World — 8/1/2013

WASHINGTON - A bipartisan bill that would reduce the costs of borrowing for millions of students passed the House on Wednesday and was heading to President Barack Obama for his signature.

The legislation links student loan interest rates to the financial markets, offering lower rates for most students now but higher ones down the line if the economy improves as expected.

"This is a win for students and taxpayers," said Rep. John Kline, the Republican chairman of the House Committee on Education and the Workforce.

The top Democrat on that committee joined Kline on the House floor to urge colleagues to back the bill.

"It saves students and families money," said Rep. George Miller, D-Calif.

Undergraduates this fall would borrow at a 3.9 percent interest rate for subsidized and unsubsidized loans. Graduate students would have access to loans at 5.4 percent, and parents would borrow at 6.4 percent. The rates would be locked in for that year's loan, but each year's loan could cost more. Rates would rise as the economy picks up and it becomes more expensive for the government to borrow money.

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But for now, interest payments for tuition, housing and books would be less expensive under the House-passed bill.

The White House and its allies said the structure would offer lower rates to 11 million borrowers right away and save the average undergraduate \$1,500 in interest charges.

Passage of the bill was welcome news for administrators and students at Tulsa-area colleges and universities, but they also expressed concerns about the possibilities of future interest rate increases.

"Student loans are a vital part for paying for higher education, not only for me but for many of my fellow friends as well," said Maria Castaneda, a senior biochemistry major at the University of Tulsa. "Student loans do not cover everything but they make it possible for students like me to get a job or two and be able to pay off the rest.

"They are an essential part in helping alleviate the financial burden that is paying for college."

Castaneda has taken out both subsidized and unsubsidized loans to complete her education.

She said she was glad this year's 3.9 percent interest rate for undergraduates is lower than rates for previous years, and said that while rates could increase with the economy's improvement, she wasn't concerned about her ability to pay them in the future.

"If the economy is improving and the rates are tied to the market then in theory people should be able to pay off those loans based on the new rates," she said.

Matt Tedescucci, a sophomore at Oral Roberts University, has taken out one Stafford loan for the upcoming academic year. He said that in light of the news from Congress, he is grateful for an increase in grant money he received this year, which has reduced his and his parents' reliance on student loans.

"There's no way I would have been able to attend college if I couldn't take out loans," he said. "But if the economy improves and the interest rate goes up, I wouldn't say (rate increases) are a good thing. I don't want to have to pay more than I should."

Tulsa Community College officials said Wednesday that the bill will help students have a better chance of receiving affordable and accessible higher education.

"For most students, the cost of higher education is the single biggest obstacle for access," TCC Vice President of External Affairs Lauren Brookey said in a release.

"Anything that makes college more attainable is beneficial for our students and for our community because there is a direct correlation between college and a person's earning potential for their lifetime."

During the 2012-2013 academic year, 10,399 students enrolled at TCC took out loans totaling more than \$31 million dollars, compared to nearly \$7 million in scholarship funds disbursed to 7,051 students, according to TCC records. The numbers are down from 11,408 students receiving loans and 7,490 students receiving scholarships in 2011-2012.

David Barron, the executive director of enrollment management at Rogers State University in Claremore, said the bill is a positive step toward a long-term solution regarding interest rates, but it does not fully solve all of the financial problems students and parents face.

"The bill itself has positive measures as it will lower interest rates in the short term," Barron said in a statement. "A concern is that by tying the rates to the treasury bill, those same interest rates could rise above the current 6.8 percent in as little as four years from now. In the long term student loan interest rates could reach 8.25 percent based on the provisions of this bill.

"The bill also will raise interest rates considerably for graduated students and parents.

"I am grateful student loan interest rates will not be doubling this year as a result of our lawmaker's efforts but we also need to be mindful of what the long term effects of this bill may bring for our future students."

The House, which passed Wednesday's bill 392-31, earlier this year passed legislation that is similar to what the Senate later passed. Both versions link interest rates to 10-year Treasury notes and remove Congress' annual role in determining rates.

"Campaign promises and political posturing should not play a role in the setting of student loan interest rates," said Rep. Virginia Foxx, R-N.C. "Borrowers deserve better."

Negotiators of the Senate compromise were mindful of the House-passed version, as well as the White House preference to shift responsibility for interest rates to the financial markets. The resulting bipartisan bill passed the Senate 81-18.

With changes made in the Senate - most notably a cap on how interest rates could climb and locking in interest rates for the life of each year's loan - Democrats dropped their objections and joined Republicans in backing the bill.

Interest rates would not top 8.25 percent for undergraduates.

Graduate students would not pay rates higher than 9.5 percent, and parents' rates would top out at 10.5 percent.

Using Congressional Budget Office estimates, rates would not reach those limits in the next 10 years.

Rates on new subsidized Stafford loans doubled to 6.8 percent July 1 because Congress could not agree on a way to keep them at 3.4 percent. Without congressional action, rates would stay at 6.8 percent - a reality most lawmakers called unacceptable.

The compromise that came together during the last month would be a good deal for all students through the 2015 academic year.

After that, interest rates are expected to climb above where they were when students left campus in the spring, if congressional estimates prove correct.

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# Northern Oklahoma College classes begin August 19

Enrollment for Fall Semester 2013 is currently ongoing through Friday, Aug. 16. Students currently attending Northern can enroll with an advisor or can enroll themselves online after visiting with an advisor in person or via e-mail. New students must enroll in person, but they can apply online at [www.noc.edu](http://www.noc.edu) and click on “Students,” then “Future Students,” then “Admissions.”

Maverick Pride Weekend, open to all students, begins at noon Thursday, Aug. 15 with move in day for residence hall students. Friday will see sessions, activities and giveaways, including an iPad, an iPod and a tuition waiver, throughout the day, according to Dean of Students J.J. Johnson. “Saturday and Sunday there will be fun activities to welcome everyone,” Johnson said.

The NOC Bookstore will be open from 10 a.m.-3 p.m. Saturday, Aug. 17 so students may purchase their books before classes begin Monday, Aug. 19. Tuition and fees are due by 5 p.m. Aug. 19. Extended hours for the offices of Admissions/Registration, Bookstore, Finance/Bursar, Financial Aid, Information Technology, Scholarships, Student Affairs, and the Student Success Center will be from 8 a.m. to 6:30 p.m. Monday and Tuesday, Aug. 19 and 20.

Among the college personnel welcoming students to the Tonkawa campus will be new faculty members Darrell Frost, Social Sciences; Stacey Frazier and Brandon Hobson, Language Arts; and Donnie Jackson, who will head the Maverick men’s basketball program.

Northern offers more than 70 associate degree programs in the areas of Arts, Science and Applied Science, including the Associate in Applied Science degree in Engineering and Industrial Technology leading to potential internships and employment with participating industrial partners. The Entrepreneurship program has proved popular with both young and mature adults seeking a degree in enterprise development. Nursing, Business Administration and Elementary Education are other popular programs. Daytime, evening, weekend and online courses are offered.

NOC is ranked in the top 10 percent of community colleges in the United States by the Aspen Institute and accredited by the North Central Association of Colleges and Schools. General education courses as well as associate degrees in arts and in science transfer to state four-year institutions.

Any Oklahoma resident who graduated from an accredited high school or received a GED certificate and who participated in the American College Testing (ACT) program can apply for admission throughout the year. Working adults wanting to complete an associate degree can enroll in the Reach Higher degree completion program provided they meet the requirements, which include at least 18 hours of college credit.

“We are here to help anyone go to college no matter what their circumstances or situations may be. There are a variety of ways to get an education at Northern for non-traditional as well as traditional students and concurrent high school students,” said Dr. Rick Edgington, vice president for enrollment management and registrar. Grants, loans and scholarships are available for qualified students, and approximately 70 percent of all NOC students receive some type of financial aid.

Students who prefer to live on campus will find many amenities in the six well-maintained residence halls, including a high-speed Ethernet connection to the campus computing environment and to the Internet for each room/student. All halls are within easy walking distance of the library, administrative offices and classroom buildings, two of which (Harold and Wilkin halls), have received extensive facelifts this summer.

Northern faculty and staff are committed to creating an environment conducive to learning, leadership development and relationship building. For a well-rounded education, prospective students are invited to consider making Northern Oklahoma College their Number One Choice.

Learn more about the advantages of attending and the opportunities available at NOC by visiting the website at [www.noc.edu](http://www.noc.edu), by calling 580.628.6200, by coming to the Tonkawa campus located at 1220 East Grand Avenue or by writing to Northern Oklahoma College Registration Office, P.O. Box 310, Tonkawa, OK 74653-0310.



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Students will begin moving into the six NOC Tonkawa residence halls at noon Thursday, Aug. 15, when Maverick Pride Weekend kicks off the fall semester. All halls are within easy walking distance of the library, administrative offices and classroom buildings. Fall semester classes begin Aug. 19.

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## [It's a perfect year to step out, look up for a shower](#)

By Bob Killam - July 27, 2013

ENID, Okla. — Phases of the moon for Aug. are:

- Aug. 6: New moon.
- Aug. 14: First quarter.
- Aug. 21: Full moon (Grain Moon, Green Corn Moon).
- Aug. 28: Last quarter.

The Perseids meteor shower peaks Aug. 12. The best time for viewing is around 1 a.m. in the northeast sky. It is a favorable year for this shower.

Northern Oklahoma College Mackie Planetarium is open to the public at 8:30 p.m. the first Thursday of the month. Admission is free, but a donation of a canned good or nonperishable food item for Horn of Plenty is appreciated.

The program Thursday is “The Legend of Andromeda and Perseus.” This is a good show for the whole family, as the little ones really like it.

We also will study the night sky over Enid, learning about what constellations are overhead that evening.

Weather permitting, the observatory will be open for viewing objects in the night sky.

Every Wednesday and Thursday, weather permitting, the observatory opens to the public. Sessions start at 9:30 p.m.

Large groups planning to visit the observatory or planetarium should call 548-2399 to schedule an appointment.

Killam is resident astronomer and astronomical league coordinator for Leonardo’s Star Quest Astronomy Club and director of the NOC observatory.

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## **Oklahoma's Reach Higher program seeks to help adult students return to college**

By Silas Allen, The Oklahoman — 7/28/2013

Val Seward has a “fix-it” mentality. When she sees a problem in her community, she wants to do something about it.

But to make a greater impact in her community, Seward knew she'd need a college degree. So two years ago, she enrolled in classes at Rose State College.

Although the experience was intimidating at first, Seward got support along the way from an Oklahoma Regents for Higher Education program designed to encourage students like her.

While she was a student at Rose State, Seward enrolled in Reach Higher, a state program that works with working adult students who have some college credit but no degree. The program is designed to connect those students with the resources they'll need to complete college.

Seward lives in northeast Oklahoma City. There's “a lot of lack” in her neighborhood, she said. There aren't many community centers or other places for people such as her teenage son to go after school, she said. She'd like to open a center in the community, but she didn't know how to get started.

So Seward enrolled at Rose State, initially intending to complete her general education requirements and then work her way into the college's criminal justice program. But she heard about a similar degree offered through Reach Higher. She applied to the program and was accepted.

### **Access to classes**

The program works as a kind of consortium of 14 state colleges and universities that offer in-person and online courses geared toward working adults. The program is geared toward students who have some college credit but dropped out before completing, said Debbie Blanke, the State Regents' associate vice chancellor for academic affairs.

The program gives students a way to go back to college without disrupting their lives, Blanke said. That's especially important for students who live in rural Oklahoma and can't move or commute for college.

“If you're in Durant, you can't just drive up to the city for a class,” Blanke said.

The program offers two-year and four-year degree programs. Part of the program's goal is to help students take courses from several different institutions without needing to drive all around the state, Blanke said.

For example, if a student at Murray State College needed a course that was only offered at Connors State College, he or she could take the Connors State class online without needing to drive to the college's campus in Warner.

### **Access to advisers**

The program also offers advising services that are geared toward working adult students, said Sheila Smith, the state Reach Higher coordinator.

Returning to college is a major decision for many of the program's students, Smith said, and it can be an intimidating experience. Advisers work to help allay students' fears and walk them through the process.

Now a student at the University of Oklahoma, Seward said the one-on-one advisement she got through Reach Higher helped her make it through Rose State. The advisers didn't assume students already knew how to navigate college life, she said. They were also accessible, even at odd hours, she said.

That level of flexibility is critical for nontraditional students, who are often balancing school with family or work, she said.

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NOC Stillwater extends hours  
to accommodate students

**Northern Oklahoma College**  
**Yes We're Open!**  
Our hours have been extended for your convenience.

Monday, August 19	8 am-6:30 pm
Tuesday, August 20	8 am-6:30 pm

Stillwater Administrative Offices will be open Saturday, August 17, 2013 10 am-3 pm

Offices open include  
Admissions/Registration, Bookstore,  
Financial Aid, Finance/Bursar,  
Information Technology, Scholarships,  
Student Affairs and Student Success Center

If you have questions please contact:  
Stillwater Campus 405.744.2246



NOC Tonkawa/Enid extends hours  
to accommodate students

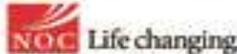
**Northern Oklahoma College**  
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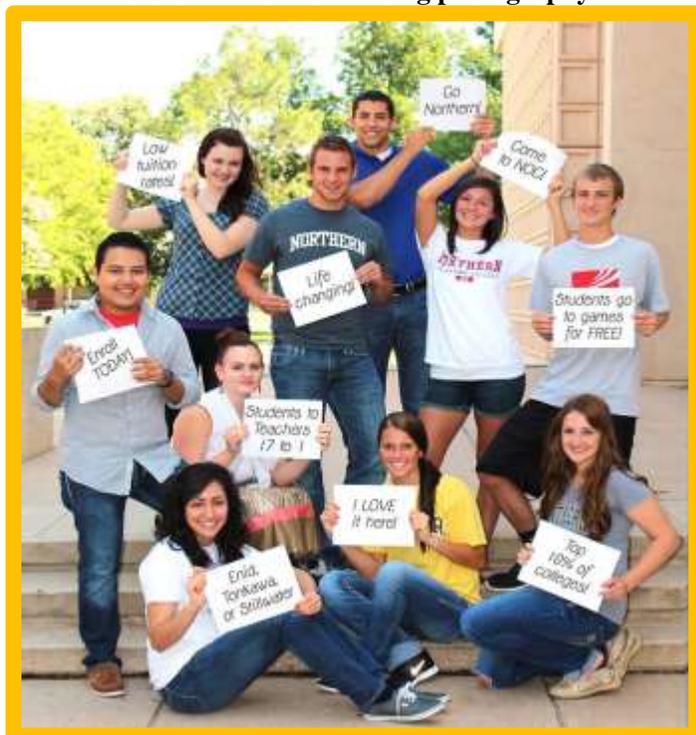
Offices open include  
Admissions/Registration, Bookstore,  
Financial Aid, Finance/Bursar,  
Information Technology, Scholarships,  
Student Affairs and Student Success Center

If you have questions please contact:  
Tonkawa Campus 580.628.6200  
Enid Campus 580.242.6300



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NOC students inform using photography



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## Older students return to college seeking career advancement, new skills

*Enrollment of students age 25 and older increased 42 percent between 2000 and 2010, according to the National Center for Education Statistics. That increase outpaced the rate among so-called traditional college students under age 25, which increased just 34 percent during the same period.*

By Silas Allen, The Oklahoman — 7/28/2013

Shortly after her oldest daughter graduated from high school and enrolled at Oral Roberts University in Tulsa, Pamela Ballard was looking through a stack of information that colleges and universities had sent her daughter.

In that stack was a packet from the University of Oklahoma. Although the information had been meant for her daughter, Ballard thought it might be a good fit for her, as well.

"It had always, always been a dream of mine to be a college graduate," Ballard said. "If I ever wanted to graduate from somewhere, it was the University of Oklahoma."

So in 2007, at age 47, Ballard enrolled in OU's College of Liberal Studies, which works primarily with adult college students. Ballard graduated with her bachelor's degree in 2010 and completed a master's degree last year.

Stories such as Ballard's are becoming more and more common, according to data from the U.S. Department of Education's National Center for Education Statistics.

Enrollment of students age 25 and older increased 42 percent between 2000 and 2010, according to the center. That increase outpaced the rate among so-called traditional college students under age 25, which increased just 34 percent during the same period.

Predictions indicate that trend is likely to continue. The center estimates enrollment of adult college students will increase by 20 percent from 2010 to 2020, with an increase of just 11 percent in enrollment of students younger than 25.

### 'I didn't know how'

Ballard got married shortly after graduating from Sapulpa High School. She was a good student in high school and did well on the ACT, she said. But no one in her family had gone to college, and she didn't consider it an option.

"I didn't know how to make that happen," she said.

She considered going back to college for years, she said. She had a successful career in banking, she said, and also had worked as the executive director of a nonprofit group for five years.

For Ballard, going to college meant taking classes in nearly every format the university offered for adult students. Most of her classes were online, she said, but she also took weekend seminars on campus in Norman and weekend courses at Fort Sill.

"It was a combination of every single thing they offered," she said.

When she first began taking classes, Ballard said, she was worried about standing out in a room filled with 18-year-old freshmen. But in many of her classes, adults outnumbered traditional students, she said. Even when that wasn't the case, the other students treated her respectfully, she said.

Now 54, Ballard took over as the executive director of United Way of Enid and Northwest Oklahoma in January. She said she doubts she would have been considered for the position without a master's degree.

**'All over the globe'** — Michelle Schults, advising coordinator for the OU College of Liberal Studies, said enrollment among adult college students has skyrocketed in recent years. Much of that increase has been driven by students taking online courses through the college, Schults said.

Over the past decade, OU has seen fewer adult college students enroll in on-campus courses. The university had 1,870 on-campus students age 25 and older in 2012, down from 2,001 in 2002, according to the 2013 OU Factbook.

But that decline could be due to the growing popularity of online classes. The college began offering online courses in the late 1990s, Schults said.

Today, about 98 percent of its classes are online, she said.

Online classes allow the college to reach students all over the state and nation, she said. The classes also are popular among military personnel, who often can't take traditional classes because of where they're stationed.

"We literally have students all over the globe," she said.

**'They know why'** — Kent Sampson, director of campus life at Oklahoma State University, said the university has seen increased interest from adult students. Many of those students already have degrees and are returning to college to develop certain skills, Sampson said.

Because Stillwater isn't in a metropolitan area, it's primarily a residential campus. That means most of its adult students live nearby, and they're generally more involved with campus life than they might be at a commuter campus.

Adult college students generally need help navigating the university's various offices, Sampson said. Financial aid, scholarships and G.I. Bill benefits can present challenges, he said, and university officials need to be ready to help with those issues.

Those students also often need legal advice, he said. The university offers on-campus housing for families, but most adult students choose to live in off-campus apartments, he said. In many cases, he said, they need legal advice on how to read a lease. Sometimes they need help with a dispute with a landlord, he said, but more often, they just need information.

Although they may have extra needs that their younger counterparts don't share, adult college students tend to make good students, Sampson said. They come to college with renewed focus, and if they need academic help, they're less apprehensive about seeking it out.

"They know why they're here," he said. "They know why they returned."

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## Employment opportunities at NOC

[Residence Hall Director for Markley Hall](#)

[Daytime adjunct math instructor - Stillwater](#)

[Director of Purchasing/Accounts Payable – Tonkawa](#)

[Coordinator of Residence Life & Student Activities – Enid Campus](#)

[Assistant Men’s Basketball Coach - Enid](#)

[Evening class facilitator positions available from 7 - 9:40 p.m. – Tonkawa](#)

[Language Arts adjunct instructors - Basic Comp., Comp. I & II, Basic Reading, & Freshmen Orientation Stillwater](#)

**Agriculture & Life Sciences Division:**

- [Day-time adjunct instructors - laboratory sections of Microbiology and General Biology, Tonkawa](#)
- [Full-time, tenure-track instructor - remedial science & General Biology, Stillwater](#)

[Assistant Baseball Coach - Tonkawa](#)

[Assistant Women’s Basketball Coach – Enid](#)

[Vice President for Student Affairs - Tonkawa](#)

[Instructor for math in the Math & Engineering Division, tenure track – Stillwater](#)

[Director of Institutional Research – Tonkawa](#)

[Security Guard for the weekend shift on the Enid](#)

[Part-Time Groundskeeper – Tonkawa](#)

[Purchasing/Accounts Payable Department – part-time, Tonkawa](#)

[Landscape and Nursery Manager - Tonkawa](#)

[Part Time Staff Assistant to Nursing Division – Enid](#)

<http://northok.publishpath.com/employment-opportunities> - This link will connect you to more details and downloadable job

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### NORTHERN OKLAHOMA COLLEGE - Position Description

**Position Title:** Part Time Staff Assistant to Nursing Division – Enid

**Department -** Nursing; **Reports to -** Director of Nursing; **Job Group Title -** Administrative Support Staff III

**Job Group Class Code –** 3380; **FLSA Status -** Non-Exempt

**SUMMARY:** Support the philosophy, policies, goals, and conceptual framework of the college and nursing division.

**ESSENTIAL DUTIES AND RESPONSIBILITIES include:**

- Maintain open communication, Counseling and academic advisement/enrollment of pre-nursing and nursing students
- Type official documents and reports, Type course syllabi and exams for three sites, Type correspondence
- Maintain student/faculty data, Proctor and facilitate nursing challenge exams
- Assist in president’s office, switchboard, and social science division, Screen student files, Screen students and visitors
- Provide information, Keep appointment calendar, Filing, Collect and sort mail, Maintain inventory

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

**EDUCATION and/or EXPERIENCE:** A minimum educational level of an associate degree and two years related experience; or equivalent combination of education and experience is required.

**PHYSICAL DEMANDS:** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

bj110512

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## NORTHERN OKLAHOMA COLLEGE - Position Description

**Position Title:** Landscape and Nursery Manager  
**Department:** Physical Plant  
**Reports to:** Associate Vice President of Physical Operations  
**Job Group Title:** Facilities Services Manager  
**Job Group Class Code:** 5195; **FLSA Status:** Exempt

**SUMMARY:** Reports to the AVP Physical Plant and communicates all operational issues. This person will be a working supervisor with direct management of employees in all aspects of interior and exterior landscaping. This position requires hands-on supervising ability to subordinate personnel and carry out strategies as defined by physical plant and college administration.

**ESSENTIAL DUTIES AND RESPONSIBILITIES include:**

- Plans, designs, and implements landscapes for all NOC properties including campus grounds in Enid, Tonkawa, and Stillwater.
- Concerned with all aspects of the care, protection and maintenance of plants; including trees, shrubbery, floral plantings, gardens, and turf across the institution.
- Plants, propagates transplants, maintains, and harvests nursery crops and manages operation of college greenhouse to supply plantings for grounds.
- May be involved in grafting and propagating plants. Responsible for the plant health care for all plant material on property. Ability to identify plant stress including: pest & disease, common disorders, or water related.
- Develop and update department policies, procedures and job descriptions.
- Responsible for maintaining department cost control, budgeting, inventory and purchasing.
- Coordinate and implement staff, crew, and department meetings.
- Drives/Operates company vehicles to travel between properties and motorized carts to travel on property.
- Possess knowledge of plant and tree identification, insect identification and control, irrigation systems, parts and installation, fertilizers, and landscape installation.
- Develops and coordinates department Safety & Training. Helps with interviews, recommends hires and carries out department orientation for new grounds employees.
- Maintain physical stamina and proper mental attitude to deal effectively with campus community, management, and other employees while meeting deadlines and achieving goals.
- Work varied shifts, including some weekends.
- Perform all duties as deemed necessary and assigned for the success of the department

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Have excellent organizational ability and have a high degree of initiative. Maintain a professional appearance and demeanor. Have interpersonal skills to deal and communicate effectively with people. Successful candidate must possess the ability to lead and mentor a team.

**EDUCATION and/or EXPERIENCE:** A minimum educational level of a Bachelor's degree in Horticulture or related field. Preference given to individuals with two or more years of related supervisory experience in the horticulture field. Experience in interior landscape or exterior landscaping preferred.

**PHYSICAL DEMANDS:** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Ability to work in adverse weather conditions; both heat and cold. Must be physically able to lift up to 50 pounds without assistance (occasionally, regularly, routinely, throughout the course of the work day) Withstand prolonged periods of standing, walking, bending, and stretching to perform job duties.

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### Purchasing/Accounts Payable Department – part-time, Tonkawa campus

Northern Oklahoma College is currently seeking a **part time/hourly employee to work up to 25 hours in the Purchasing/Accounts Payable Department on the Tonkawa campus**. The employee will be under the immediate supervision of the Director of Purchasing/Accounts Payable and will be responsible for providing support in all areas pertaining to Purchasing/Accounts Payable. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and must have computer knowledge. An understanding of the importance of confidentiality is vital. Application review begins immediately and will continue until the position is filled. Applicants will need to submit a letter of application, an application form available online at [www.noc.edu](http://www.noc.edu), resume and three letters of recommendation to Human Resources Department, Northern Oklahoma College, P.O. Box 310, Tonkawa, OK 74653. EOE

bj040813

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**NORTHERN OKLAHOMA COLLEGE — Position Description**

**Position Title: Part-Time Groundskeeper – Tonkawa campus**

**Department: Physical Plant**

**Reports to: Associate Vice President of Physical Operations**

**Job Group Title: Facilities Support Staff III; Job Group Class Code: 3180; FLSA Status: Non-Exempt**

**SUMMARY:** Part time positions available that will provide care and maintenance of the campus grounds during all seasons of the year

**ESSENTIAL DUTIES AND RESPONSIBILITIES include:**

- Mowing, spraying, weed-eating, tree trimming, snow & ice removal, vacuuming leaves
- Care of rental property, Movement of office furniture, Set up of graduation stage
- Delivery of equipment and supplies to Enid and Stillwater
- Help the plumber, Heating and air, Electrician, Hanging of Christmas Decorations, Setting up at Kay County Fair

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

**EDUCATION and/or EXPERIENCE:** A minimum educational level of a high school diploma or GED is required.

**PHYSICAL DEMANDS:** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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**NORTHERN OKLAHOMA COLLEGE - Position Description**

**Position Title: Director of Institutional Research**

**Department: Administration, Reports to: Vice President for Academic Affairs, Job Group Title: Administrative Services Manager**

**SUMMARY:** This position is responsible for data collection and analysis institution wide, responding to faculty and staff requests for data as needed for internal benchmarking, grant applications, and external reports required by state regents, accrediting agencies, and other constituencies. The Director will collaborate with faculty, staff, and administration in identifying assessment tools in support of a culture of evidence and will be responsible for communicating data in formats appropriate for the decision-making needs of each of these groups in support of the mission.

**ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE:**

- Chairs the institutional research committee and works collaboratively with IT and academic and administrative units to ensure assessment practices enhance decision making and advance the mission of the College
- Prepares customized data queries and reports using POISE and other information systems and maintains a single location for dissemination of that data
- Coordinates the acquisition of institutional, instructional, and student data from internal and external sources—i.e. IPEDS, HLC, Career Technology Center partners, etc.
- Responds to data needs for state and regional accreditation requirements such as a Quality Initiative
- Coordinates co-curricular assessment
- Provides annual institutional snapshots, including an annual institutional Fact Book, as well as other summary reports as requested to assist with strategic planning and grant applications (e.g. demographics, retention and completion, labor outcomes, scholarship and financial aid, COMPASS, and CAAP)
- Identifies methods for improving reliability of student data and assessment procedures
- Coordinates surveys of employees, students, and alumni as needed for curriculum planning, assessment, enhancement of student services, and policy decisions
- Researches labor market needs for existing and proposed degree programs and certificates
- Serves as official College contact for IRB requests, Perform other duties as assigned

**QUALIFICATIONS:** Excellent interpersonal, oral, and written communication skills, detail oriented, knowledge of quantitative data analysis, and familiarity with statistical and database application software are required. Experience in student information systems, particularly in POISE, and data warehouses is desirable.

**EDUCATION and/or EXPERIENCE:** A minimum educational level of a master's degree is required (doctorate preferred) along with previous experience in data collection and analysis and higher education accreditation processes.

**PHYSICAL DEMANDS:** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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**Instructor for math in the Math & Engineering Division, tenure track** Northern Oklahoma College in Stillwater is seeking a full-time, tenure track instructor for math in the Math & Engineering Division. The teaching areas include but are not restricted to Pre-Algebra, Concepts of Algebra, Intermediate Algebra and College Algebra. An evening course will be considered part of the faculty member's teaching responsibility. Applications will be taken until the position is filled. A minimum of a master's degree and previous teaching experience is preferred especially in the area of K-12. Applicants will need to submit an application form available online at website [www.noc.edu](http://www.noc.edu), a letter of application, resume, transcripts, and three letters of professional reference to the Human Resource Department, Northern Oklahoma College, P.O. Box 310, Tonkawa, OK 74653. *EOE*

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**Security Guard for the weekend shift** - Northern Oklahoma College Enid is accepting applications for a part-time position of Security Guard for the weekend shift on the Enid campus. The employee is regularly required to stand, stoop, or crawl; and reach with hands and arms. The employee must regularly lift and/or move up to 40 pounds. Specific vision abilities are required. The employee must be CLEET Certified. A minimum education level of a high school diploma or GED; or related experience and/or training; or equivalent combination of education and experience is required. Applicants will need to submit a letter of application, a resume, and three letters of professional recommendation to Human Resource Department, Northern Oklahoma College, P.O. Box 310, Tonkawa, OK 74653. *EOE*

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Northern Oklahoma College in Tonkawa is seeking **day-time adjunct instructors for the fall 2013 semester in the Agricultural & Life Sciences Division. Teaching areas include laboratory sections of Microbiology and General Biology.** Applications will be taken until the position is filled. Minimum requirement is a bachelor's degree with at least 18 credit hours in biological science. A master's degree and previous teaching experience are preferred. Applicants will need to submit an application form available online at website [www.noc.edu](http://www.noc.edu), a letter of application, resume, official transcripts, and three letters of professional reference to the Human Resource Department, Northern Oklahoma College, P.O. Box 310, Tonkawa, OK 74653. *EOE*

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**Evening class facilitator positions available from 7 - 9:40 p.m. – Tonkawa.** Classes are taught by off-site instructors via ITV. Facilitator will assist students during class, be trained to operate Interactive Television (ITV) Studios, proctor tests and operate basic office equipment. If you, or someone you know is interested, contact Tamara Carbajal at 580.628.6291. *bj071013*

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Northern Oklahoma College in Stillwater is seeking **Language Arts Division adjunct instructors. The teaching areas may include but are not restricted to Basic Composition, Composition I, Composition II, Basic Reading, and Freshmen Orientation.** Applications will be taken until the position is filled. A minimum of a master's degree and previous teaching experience is preferred. Applicants will need to submit an application form available online at website [www.noc.edu](http://www.noc.edu) , a letter of application, resume, transcripts, and three letters of professional reference to the Human Resource Department, Northern Oklahoma College, P.O. Box 310, Tonkawa, OK 74653. *EOE*

bj071013

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## **Assistant Women's Basketball Coach – Enid**

Northern Oklahoma College-Enid, a member of the NJCAA and Oklahoma Collegiate Athletic Conference, is accepting applications for the position of Assistant Women's Basketball Coach. The Assistant Women's Basketball Coach will be responsible for assisting the head coach in all facets of the women's basketball program. This individual will assist in planning, organizing, and implementing all practice schedules and game strategies. The individual also needs to be able to successfully recruit highly competitive student athletes. Secondary duties include: Tracking of student athlete progress, including but not limited to supervising study halls, arrangement of travel schedules/meals, and student advisement. The assistant will also aid in the promotion of NOC basketball players to university coaches. There will be other duties assigned by the Head Women's Basketball Coach and the Athletic Director. Successful candidate may also have part-time teaching duties based on qualifications. Minimum of Bachelor's Degree Required. Applicants will need to submit an application which is available online at [www.noc.edu](http://www.noc.edu), a letter of application, a resume, college transcripts, and three letters of professional recommendation to Northern Oklahoma College, Human Resource Department, P.O. Box 310, Tonkawa, OK 74653. *EOE*

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## NORTHERN OKLAHOMA COLLEGE TONKAWA - Position Description

**Position Title:** Vice President for Student Affairs - Tonkawa  
**Department:** Administration  
**Reports to:** President  
**Job Group Title:** Executive  
**Job Group Class Code:** 7000; **FLSA Status:** Exempt

**SUMMARY:** Reporting to the President, the Vice President for Student Affairs serves as a member of the Northern Oklahoma College executive council. The Vice President for Student Affairs is the chief student services administrator and is responsible for planning, developing, and evaluating a comprehensive Student Affairs and Intercollegiate Athletic Programs. The Vice President for Student Affairs supervises all activities in regards to students and athletics for Northern Oklahoma College, a multi-campus institution. The VPSA encourages institution wide coordination of student life activities in Tonkawa, Enid, Stillwater, and other learning sites. The Vice President must have the ability to represent the institution to a variety of constituencies and promote the overall mission of the college.

**ESSENTIAL DUTIES AND RESPONSIBILITIES include:**

- Provide overall leadership and direction for the following areas: Student Life, Counseling and Career Services, Intercollegiate Athletics and facilities.
- Provide overall leadership and direction in the development, assessment, and continuous improvement of all student affairs functions, including planning a successful deployment of strategic planning initiatives that align with the mission and goals of the institution.
- Provide overall leadership and direction over student employment, conduct, social activities, campus organizations, campus life, student development efforts, student handbook, and residential housing.
- Responsible for a multi-campus activities calendar that minimizes event conflicts and encourages support of events at all campuses and learning sites.
- Support College activities and special events through attendance and/or participation on all campuses, including many evenings and weekends.
- Provide overall leadership and direction for institution's security, emergency response, and coordinates the logistics for college events.
- Ensure all student affairs areas operate in compliance with federal, state, College, and accreditation standards, including ADA, FERPA, NJCAA, and Title IX.
- Prepare, recommend, and implement budgets for assigned areas; upon expenditure variations, take necessary action to assure compliance with budget limitations and established College fiscal policies.
- Serve as ADA and Title IX Coordinator for the institution.
- Serve as the college representative to community, state, regional, and national student services organizations including the Council of Student Affairs at the Oklahoma State Regents for Higher Education.
- Perform all other duties necessary to accomplish the educational objectives of the College and/or as assigned by the President.

**QUALIFICATIONS:** To perform this job successfully, an individual must maintain professional demeanor and be able to perform each essential duty satisfactorily. The person in this position must demonstrate knowledge of current student affairs principles and techniques; interpret and apply local, state and federal regulations applicable to the areas under their supervision; maintain excellent interpersonal relations with staff, students, and faculty; develop and direct delivery systems and implementation procedures for student affairs programs and services; and communicate effectively both verbally and in writing. The individual must maintain confidentiality of the institution's student and employee records. The person must have strong management skills, the ability to adapt to change, make difficult decisions, encourage conflict resolution, and assure employee and department accountability; successful experience as a mentor and team developer; acknowledge and encourage staff excellence and professional development, and provide accountable leadership resulting improved student life experience, retention, and graduation while advancing the College's mission.

**EDUCATION and/or EXPERIENCE:** A minimum educational level of a master's degree (Doctorate preferred) and three years of administration experience is required along with knowledge of student management practices, policies, and procedures, conflict resolution strategies, the ability to work with ethnic, cultural, and socially diverse student populations, and an understanding of current issues and trends in Student Affairs.

**PHYSICAL DEMANDS:** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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## Northern Oklahoma College Job Opportunity - Assistant Baseball Coach, Tonkawa

**Department:** Athletics-HPE&R; **Reports To:** Athletic Director/Head Coach

### Job Summary

- Under the general supervision of the Head Baseball Coach and will provide support and assistance with all aspects of the intercollegiate baseball program. The Assistant Baseball Coach will work to provide optimal playing conditions for Northern Oklahoma College baseball athletes which will include activities such as the supervision of the maintenance of the baseball field and the maintenance and security of all baseball related equipment and supplies and will provide information and evaluations regarding recruits, roster development and game personnel.

### Essential Functions

- In cooperation with the Head Baseball Coach, the Assistant Baseball Coach develops and maintains a system to identify potential recruits and to work closely with area high school coaches and parents to recruit quality student athletes to Northern Oklahoma College;
- Serves as one of the primary conditioning coaches for student athletes. The Assistant Baseball Coach develops and maintains an effective program of physical conditioning designed to develop strength and endurance
- Works in conjunction with the Head Baseball Coach to encourage the development of psychological, social, and mental skills necessary for the student athletes to be successful in the classroom, on the field, and in future endeavors;
- Works with Admissions and Financial Aid to expedite the registration, admission, and other administrative processing of all student athletes;
- Responsible for helping secure support staff including security (if needed), officials, and other workers for all home games;
- Responsible for the maintenance of the playing surfaces of the baseball field, hitting facility and other such places that the team uses and the supervision of student workers to assist in this process;
- Under the direction of the Head Baseball Coach, the Assistant Baseball Coach is assigned to work with selected athletes on various game day situations; Works with the Head Baseball Coach in developing line-ups, game strategies, and individual work-out and practice needs for the team and various student athletes;
- Works with appropriate personnel to ensure the long term development of the jointly used baseball facility;
- Serves as a role model for the student athletes by exhibiting ethical and professional conduct at all times, Provides oversight of athletes residing in campus housing; reports damage(s), needed maintenance, security issues, etc. to Head Baseball Coach, Athletic Director, Security and/or Director of Physical Plant & Security.
- Represents Northern Oklahoma College at various civic events, throughout the college and community;
- Occasional public speaking engagements to promote the program may also be required;
- Maintains confidentiality of information exposed to in the course of business regarding students, supervisors or other employees; and maintains and completes other duties as assigned by Head Coach or Athletic Director.

### Minimum Education, Skills and Abilities

- Bachelor's degree completed and to begin Master's degree or to be working on or completed.
- Minimum of 1 year in professional, intercollegiate or high school baseball. (required)
- Experience competing at the collegiate level. (preferred)
- Ability to evaluate physical performance related to the inter-collegiate baseball program;
- Excellent written and oral communication skills required. Ability to effectively communicate both within and outside the College including, but not limited to, student athletes, parents, recruits, coaches, civic and business leaders required;
- Ability to work as a support individual within a group setting;
- Ability to provide effective leadership to student athletes to encourage both successful academic development and competitive performance and must possess the physical skills necessary to demonstrate baseball techniques.

### Work Environment

- Position involves both inside sedentary work and outside work on the field in coaching and training situations with student athletes and demonstration of appropriate baseball skills may involve strained muscles or orthopedic related injuries from running, throwing, pitching or hitting;
- Major hazardous conditions can result from the operations of field maintenance equipment including, but not limited to, tractors, drags, and mowers and Exposure to fertilizer, lawn chemicals, and weather conditions.

### Special Requirements

- Must have current license for transportation of the team in vans if so is needed;
- Ability to work evenings and weekends; Must have some current training in First-aid.
- Subject to a criminal background check prior to employment.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

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## Assistant Men's Basketball Coach - Enid

Northern Oklahoma College-Enid, a member of the NJCAA and Oklahoma Collegiate Athletic Conference, is accepting applications for the position of Assistant Men's Basketball Coach. This is a restricted position with full benefits. The Assistant Men's Basketball Coach will be responsible for assisting the head coach in all facets of the men's basketball program. This individual will assist in planning, organizing, and implementing all practice schedules and game strategies. The individual also needs to be able to successfully recruit highly competitive student athletes. Secondary duties include: Tracking of student athlete progress, including by not limited to supervising study halls, arrangement of travel schedules/meals, and student advisement. The assistant will also aid in the promotion of NOC basketball players to university coaches. There will be other duties assigned by the Head Men's Basketball Coach and the Athletic Director. Successful candidate may also have part-time teaching duties based on qualifications. Minimum of Bachelor's Degree Required. Applicants will need to submit an application which is available online at [www.noc.edu](http://www.noc.edu), a letter of application, a resume, college transcripts, and three letters of professional recommendation to Northern Oklahoma College, Human Resource Department, P. O. Box 310, Tonkawa, OK 74653. EOE bj071713

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Northern Oklahoma College in Stillwater is seeking a **full-time, tenure-track instructor for the Agricultural and Life Sciences Division. This position requires teaching and laboratory coordination. The primary teaching areas will be remedial science courses and General Biology.** An evening course may be considered part of the faculty member's teaching responsibility. A successful applicant will have a master's degree with a minimum of 18 credit hours in biological science. Previous teaching and laboratory experience are preferred. Applications will be considered until the position is filled. Applicants need to submit an application form available at website [www.north-ok.edu](http://www.north-ok.edu), a letter of application, resume, transcripts, and three letters of professional reference to the Human Resource Department, Northern Oklahoma College, P.O. Box 310, Tonkawa, OK 74653. EOE bj071013

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### NORTHERN OKLAHOMA COLLEGE - Coordinator of Residence Life & Student Activities – Enid Campus

Department: Student Affairs; Reports to: Dean of Students – Enid Campus

**SUMMARY:** Reporting to the Dean of Students, the Coordinator of Residence Life and Student Activities will coordinate all aspects of the Residence Life, Student Activities, Intramural, & Wellness Center programs on the Enid Campus.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include:

- Provide leadership for a comprehensive residence life and student activities program that encourages student learning, enhances the overall college experience, contributes to community building, and promotes leadership development;
- Apply conflict resolution strategies, and meets and confers with students as necessary to address interpersonal conflicts and facilitate agreeable outcomes.
- Develop, promote, and coordinate and support residence life and student activities programs and services;
- Plan, implement, support and supervise campus events and student organizations;
- Coordinate and provide leadership for the campus Intramural Program;
- Develop and implement a program of publicity and outreach activities to inform and involve students;
- Assist with the coordination of major campus events such as New Student Orientation, Homecoming, Spring Fling, Concerts, Graduation, etc.;
- Develop and implement a program of events and activities to generate enthusiasm and attendance at athletic events;
- Initiate Community Service programs and activities; Train and Supervise Student employees;
- Participate in the on-call rotating duty system and respond to crisis and emergency situations;
- Provide support and management of the summer camps and conference residential program, and all summer residence hall renovation projects; Attend and supervise evening events for student activities and the intramural program

**QUALIFICATIONS:** This is a full-time (12 month) live-in position which manages the daily operations of an on-campus residence hall program. The position is responsible to appropriately respond to issues and crises that arise in a sensitive, timely, confidential and competent manner. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The position requires strong interpersonal, oral, and written communication skills, and should have the ability to manage multiple projects simultaneously, with a willingness to provide a high level of customer service.

**EDUCATION and / or EXPERIENCE:** A minimum education level of Bachelor's degree is required. CPR certification is required. A Master's degree in Student Affairs, Higher Education Administration, or related discipline is preferred. Prior experience in Residence Life and/or Student Activities to include leadership development and mentoring is preferred.

**PHYSICAL DEMANDS:** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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**NORTHERN OKLAHOMA COLLEGE**  
**Position Description**

**Job Title:** Director of Purchasing/Accounts Payable  
**Department:** Finance Office - Tonkawa campus  
**Reports to:** Vice President for Financial Affairs  
**Job Group Title:** Administrative Services Manager  
**Job Group Class Code:** 5395  
**Exempt or Non-Exempt:** Exempt

**SUMMARY:** Supervise and process all aspects of procurement for purchasing and accounts payable for Tonkawa, Enid, and Stillwater campuses; Project Achieve (TANF); Upward Bound; Child Development Program; and other grants and programs as necessary.

***ESSENTIAL DUTIES AND RESPONSIBILITIES include:***

- Supervises & manage the daily operations of the Purchasing/Accounts Payable Department to ensure that business is conducted in a timely, efficient, effective and ethical manner.
- Evaluate, recommendation, and develop college-wide policies and procedures for the implementation of standards that represent best methods for purchasing and accounts payable while conforming to state statutes, regulations and laws governing public institutions and state agencies.
- Draft and analyze bids, quotes, contracts and/or other agreements while assuring compliance with applicable laws, guidelines and prime contract terms.
- Manage all accounts payable functions including, but not limited to, customer/vendor relations, check disbursements, 1099 and tax related matters.
- Prepare and manage production of all reports as required for internal and external constituents and state and federal agencies.
- Presentations on processes and procedures
- Conduct employee training
- Meets regularly with staff to assess trends of issues, complaints and corrective actions and keeps the administration abreast of problems and escalate as necessary for timely resolutions.
- Monitors contracts and expenses; researches best practices and processes to assist department managers throughout the college on effective utilization of college's resources.
- Conducts periodic training workshops to promote awareness of departmental services and the college's accountability measures.
- Participates in the year-end closing process.
- Ability to independently prepare reports, presentations and correspondence with minimal guidance
- Assist with daily operations related to the financial management of the organization, along with other general duties as assigned.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The individual must have a strong understanding of procurement and accounts payable policies and procedures; excellent problem solving supervisory skills, interpersonal and oral and written communication skills.

**EDUCATION and/or EXPERIENCE:** A minimum educational level of a bachelor's degree; and two to three years related experience; or equivalent combination of education and experience is required. Experience in higher education or state work environment with specific emphasis in purchasing and accounts payable is preferred.

**PHYSICAL DEMANDS:** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Applicants will need to submit an application which is available online at [www.noc.edu](http://www.noc.edu), a letter of application, a resume, college transcripts, and three letters of professional recommendation to Northern Oklahoma College, Human Resource Department, P. O. Box 310, Tonkawa, OK 74653. EOE

bj072413

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### Daytime adjunct math instructor - Stillwater

Northern Oklahoma College in Stillwater is seeking a daytime adjunct instructor in math for the Math & Engineering Division. This position has the potential to lead to a full-time position. The teaching areas include but are not restricted to Pre-Algebra, Concepts of Algebra, Intermediate Algebra and College Algebra. Applications will be taken until the position is filled. Preference is given to a minimum of a master's degree and previous teaching experience preferably in the area of K-12. Applicants will need to submit an application form available online at website [www.north-ok.edu](http://www.north-ok.edu) , a letter of application, resume, transcripts, and three letters of professional reference to the Human Resource Department, Northern Oklahoma College, P.O. Box 310, Tonkawa, OK 74653. *EOE*

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### NORTHERN OKLAHOMA COLLEGE Tonkawa Campus, Position Description

#### Position Title: Residence Hall Director for Markley Hall

**Department: Student Services; Reports to: Dean of Students – Tonkawa; FLSA Status: Non-Exempt**

**SUMMARY:** Maintain the upkeep and good standing of Markley Residence Hall

**ESSENTIAL DUTIES AND RESPONSIBILITIES include:**

- Supervise student workers, support student activities, check in/out students and be available for students
- Pick up mail for students, enforce rules, know basic first-aid in case of emergency situation and coordinate decorating
- Enforce visitation rules, collect and distribute students' mail
- Act as liaison for students and the office of student affairs, inspect residence hall
- Assure students safety in the dormitory, report potential problems or extreme violations to Dean of Students
- Report maintenance problems and mediate student's problem and direct student to appropriate help source

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

**EDUCATION and/or EXPERIENCE:** A minimum educational level of an associate degree; or one to two years related experience; or equivalent combination of education and experience is required.

**PHYSICAL DEMANDS:** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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**The End**

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