Position Available: VISTA (Volunteers in Service to America) Service Learning/Civic Engagement Program

Available: Immediately

Duties and Responsibilities: The VISTA member is a volunteer - not an employee. Terms are for one year, but renewable for three years. The member works approximately 40 hours per week and is given a monthly living allowance plus benefits. VISTA members are prohibited from accepting outside employment or taking college classes during their time of service. Specific duties include:

- Locating potential for service-learning opportunities
- Determining faculty experiences and needs regarding service-learning
- Creating a database to match community needs with Northwestern’s resources
- Help build campus-community partnerships in service

Benefits include an education award after successfully completing the year of service. The amount of the award is based on the number of service hours completed or $4,725 for a full-time term of service. This award can apply toward new enrollment or student loans. As an alternative to the education award, a $1,200 stipend is offered. Health benefits and university housing are provided. Additional funding is available for relocation to Northwestern and for monthly childcare (if eligible). Also, the program provides development of skills that will further personal and professional development.

Qualifications: Applicants must be a U.S. citizen or a lawful permanent resident at least 18 years of age, have satisfactorily completed a background check and fingerprinting, have obtained an associate or bachelor’s degree (at least some college experience), have demonstrated commitment to and experience in community service and/or service-learning and have experience working with college students. Skills required include strong written and verbal communication skills, including conflict resolution and public speaking; strong skills in project and multi-tasking, time management and leadership; and computer skills, including database management. Valid driver license required.

Send Information to:
Dr. James Bowen
Dean, School of Professional Studies
Northwestern Oklahoma State University
709 Oklahoma Blvd.
Alva, OK 73717
E-mail: jjbowen@nwosu.edu

Applicants should provide a resume with contact information for three professional references and a completed university employment application form. Only persons who are authorized to be employed in the United States need apply. Employment is contingent upon the results of a criminal background check.

Northwestern Oklahoma State University is an equal opportunity employer.

AFFIRMATIVE ACTION COMPLIANCE STATEMENT

This institution, in compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, sections 503 and 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, physical or mental disability, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services. Inquiries concerning the application of these programs should be made to the Dean of Student Affairs and Enrollment Management, Northwestern Oklahoma State University, Alva, OK 73717, (580) 327-8415, or the Office of Civil Rights, U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, Mo. 64114, (816) 268-0550.
Position Available: Lead Custodian/Lt. Maintenance – Woodward Campus

Available: Immediately

Duties and Responsibilities: Under general supervision, provides complete custodial services at a state university. Will also be in charge of keeping supplies ordered each month & handling invoices, will train and supervise other custodial employees when the supervisor is absent if necessary, and will be in charge of locking and securing the building at night. Will be required at times to do general maintenance on the chillers, replace some types of electrical components, grease pumps and change filters, monitor heating /cooling and sprinkler systems for the campus, will also be in charge of when fire inspections are done, and be in charge of all room set-ups for the campus.

Qualifications: Three years experience in building or institutional custodial work preferred. Knowledge of equipment, materials, methods and practices used in cleaning operations preferred. General building maintenance experience preferred.

Send Information to:
Human Resources
Northwestern Oklahoma State University
709 Oklahoma Blvd.
Alva, OK 73717
E-mail: jagarie@nwosu.edu

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Position Available: Systems Analyst – Enid Campus

Available: Immediately

Duties and Responsibilities: Northwestern Oklahoma State University is a multi-campus, state-assisted regional institution in the Oklahoma System of Higher Education and is accredited by the North Central Association and the National Council for Accreditation of Teacher Education. The student population is approximately 2,100 students.

Qualifications: Applicants must have a bachelor’s degree in computer science or related field. Experience in networking, Windows operating systems, Internet Explorer, Microsoft Office suite of applications and interactive television (H.323) is preferred.

Send Information to:
Human Resources
Northwestern Oklahoma State University
709 Oklahoma Blvd.
Alva, OK 73717
E-mail: jagarvie@nwosu.edu

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Position Available: 29-Hour Part-Time Custodian, Alva Campus Wellness Center (Internal)

Available: Immediately

Duties and Responsibilities: Under minimal supervision, provides complete custodial services at a state university. Must be able to work weekends and some holidays.

Qualifications: One year of experience in building or institutional custodial work is preferred, along with knowledge of materials, methods and practices used in cleaning operations.

Send Information to:
Human Resources
Northwestern Oklahoma State University
709 Oklahoma Blvd.
Alva, OK 73717
E-mail: jagarvie@nwosu.edu

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Position Available: Groundskeeper

Available: July 16, 2008

Duties and Responsibilities: Under minimal general supervision, performs the duties necessary to keep and maintain the University’s grounds in an aesthetic and well-preserved manner. Performs routine duties generally associated with grounds work including, but not limited to, mowing, edging, watering, planting foliage, trimming foliage, and cleaning up the campus grounds. Required to do heavy lifting which may exceed 100 pounds.

Qualifications: Knowledge of proper pruning, foliage trimming and care preferred. Ability to safely and efficiently tackle each job assigned, basic reading, writing and mathematical skills, and good attitude and ability to work effectively with others preferred. Must be able to work flexible hours and outdoors in all types of weather. Knowledge of chemicals, plant types, pesticide application or ability to acquire a pesticide license preferred.

Send Information to:
Human Resources
Northwestern Oklahoma State University
709 Oklahoma Blvd.
Alva, OK 73717
E-mail: jagarvie@nwosu.edu

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Position Available: Custodian, Alva Campus

Available: Immediately

Duties and Responsibilities: Under minimal supervision, provides complete custodial services at a state university. This is a full-time, 12-month position.

Qualifications: One year of experience in building or institutional custodial work is preferred, along with knowledge of materials, methods and practices used in cleaning operations.

Send Information to:
Human Resources
Northwestern Oklahoma State University
709 Oklahoma Blvd.
Alva, OK 73717
E-mail: jagarvie@nwosu.edu

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