

Education Department Certification Officer and Administrative Assistant

College of the Ozarks invites applications for the position of Certification Officer and Administrative Assistant for the education department. This job reports to the Vice President for Academic Affairs and Provost office and resides in the Education Department. The successful applicant will be responsible for managing student certification through the Department of Elementary and Secondary Education (DESE), processing teacher education and student teaching paperwork, supervising assessments stipulated by DESE, managing and reporting data for college, state and national databases, supervising student workers, and other administrative support of the education department. Additional duties for the Vice President for Academic Affairs and Provost office may be included as appropriate.

Required Qualifications- Required qualifications to effectively perform the job. An equivalent combination of education, training, and experience will be considered.

- Bachelor's degree with master's degree preferred.
- 2+ years of related experience

Knowledge, Skills, and Abilities- May be representative, but not all-inclusive, of those knowledge, skills, and abilities commonly associated with the job.

- Strong interpersonal skills
- Skilled communicator
- Ability to interface with local LEAs
- Exceptional accuracy and attention to detail
- Advanced proficiency in Excel and data management systems
- Manage and maintain data systems to ensure accuracy and accessibility
- Event management
- Good organizational skills with the ability to manage multiple tasks simultaneously
- Self-starter with excellent interpersonal communication and problem-solving skills.
- Desire to work in an environment with many students ages 18-22+

The successful applicant will fully support the College's five-fold mission of academic, vocational, Christian, patriotic, and cultural growth. The position is a ten-month (August-May) position with full benefits. Please submit resume/application to Vicki Wrosch in the Business Office or mail to Vicki Wrosch, College of the Ozarks, P.O. Box 17, Point Lookout, MO 65726 or email hr@cofo.edu. Review of applications will begin immediately and continue until the position is filled.