UNIVERSITY OF OKLAHOMA  
School Of Library and Information Studies  

Job Description  
Staff Assistant II and Admissions Assistant  

The person in this position is responsible for providing general office support, including receptionist duties, maintenance of office supplies, and mail distribution; and providing coordination as needed with other OU offices in Norman and Tulsa. The position requires flexibility and adjustability in managing priorities and conflicting time demands and ability to deal with constant interruptions. Discretion is required in handling confidential applicant materials and student records.

Specific Duties:

- Answers phones, refers calls, and takes messages for faculty and other personnel
- Orders, maintains and distributes supplies and monitors inventory
- Phones in maintenance work orders
- Dispatches, receives, sorts, and distributes mail
- Receives and sends faxes
- Maintains copier and supplies
- Maintains the overall orderliness/appearance of the office area
- Enters payroll on PeopleSoft
- Assists in supervision on work study student
- Responds to requests for graduate and undergraduate program information
- Corresponds with prospective students and applicants to provide status reports on admission
- Receives and logs upon receipt all application materials
- Maintains and monitors materials during the graduate program application process.
- Prepares applicant files for Admissions Committee by entering information into departmental database and merging into a routing coversheet for application folders.
- Notifies Admissions Committee when an applicant file is complete and ready for review
- Transmits admissions recommendation information to Graduate College
- Facilitates enrollment by entering permissions into the online enrollment system and, when needed, by developing waitlists
• Assists with the annual graduate student evaluation mailing, assisting the Coordinator with the preparation of student letters utilizing database merge
• Assists with and prepares various mailing projects
• Assists in maintaining student files from time of admission until completion of academic requirements
• Provides student information from university records as requested by SLIS faculty
• Serves as liaison to faculty and students for grade changes, course add/drops, incomplete make-ups
• Removes undergraduate advising flags

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