



**OAKWOOD UNIVERSITY**  
*EMPLOYEE SERVICES/HUMAN RESOURCES*

**NOTICE OF AVAILABLE POSITION**

**POSITION:** Assistant Program Manager HBCU UP

**DEPARTMENT:** Chemistry

**STATUS:** Regular Full-time

**QUALIFICATIONS:**

*Must have a strongly expressed commitment to Jesus Christ and the teachings of the SDA Church as evidenced by regular SDA Church membership.*

- Bachelor's degree.
- Office Management, record keeping, budget management experiences.
- Experience working with educational grants, a plus.
- Detail oriented and motivated.
- Able to work well with student, faculty, and staff.

**BRIEF DESCRIPTION OF DUTIES:**

- Recruit students to the program.
- Maintain records
- Purchase equipment and supplies, etc.
- Process student time.
- Manage budget.
- Keep current statistics for grant reports and prepare manual reports.
- Other related duties as assigned.



**SALARY:** Commensurate with education and experience

**POSTING DATE:** November 2022

**CLOSING DATE:** Opened until Filled.

**HOW TO APPLY:** Interested persons must submit employment documents electronically:

- Download the application in **Google Chrome**
- Open application in **Adobe Reader**
- Save and send as attachment with required supporting documents listed below
- You will receive an auto reply confirmation once Employee Services has received your documents

**REQUIRED DOCUMENTS:**

Completed Employment Application  
Vita/Resume  
Copy of Degree/transcript

Email: [Hroffice@oakwood.edu](mailto:Hroffice@oakwood.edu)

Oakwood University participates in 

**\*\*OAKWOOD UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER\*\***

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