



7403 N. Kelley Ave., Oklahoma City, OK 73111

JOB OPENING NOTIFICATION

POSITION: Administrative Assistant I
ISSUED: July 09, 2025
CLOSE: Until Filled

The Oklahoma Educational Television Authority (OETA) is seeking a highly organized and detail-oriented full-time **Administrative Assistant** in **Oklahoma City**. The ideal candidate will be proficient in office technology, possess strong communication skills, and be adept at managing multiple tasks efficiently in a dynamic environment.

RESPONSIBILITIES:

- **Front Desk and Communication Management:**
 - Greet and welcome a diverse range of visitors, including OETA viewers and members, board members, program guests (news, art, history), and high-profile guests such as political representatives.
 - Manage and screen incoming telephone calls, providing information, answering inquiries, or directing callers to the appropriate staff.
- **Document and Information Management:**
 - Establish and maintain organized paper and electronic filing systems for records, correspondence, and other materials.
 - Open, sort, and distribute incoming mail; prepare and send out routine outgoing correspondence.
 - Initiate and handle correspondence requiring knowledge of agency or program procedures and policies.
- **Office Operations and Support:**
 - Operate and maintain standard office equipment, including fax machines, copiers, and computers, effectively utilizing switchboard phone systems.
 - Utilize Microsoft Office applications (word processing, database management) and specialized OETA/PBS platforms for daily tasks.
 - Coordinate and oversee overnight deliveries of varying sizes and complexities via services like UPS and FedEx.
 - Edit documents and reports; examine and verify reports and other documents for completeness, appropriateness, adequacy, and conformity to established requirements.
 - Resolve discrepancies in documents and refer complex discrepancies to appropriate staff.

- **Team Collaboration:**
 - Assist the Tulsa office when needed.
 - Actively participate in departmental and cross-functional projects as a collaborative team member.
- **Perform other duties as assigned.**

Qualifications:

- Three years of education or experience in clerical office work or an equivalent combination of education and experience.
- Knowledge of MS Office products such as Word, Excel, and Outlook.
- Adept at handling incoming calls on a multi-line phone system.
- Experience with database entry.
- Proven ability to effectively prioritize multiple tasks and manage fluctuating workloads.
- Excellent grammar, spelling, and punctuation for written correspondence, and clear, concise verbal communication for phone calls and in-person interactions.
- A strong commitment to providing excellent service to internal staff, external visitors, and callers, with a patient and helpful demeanor.
- Proven ability to handle sensitive information with utmost discretion and maintain confidentiality.
- Strong active listening skills with the ability to understand and address inquiries effectively.
- Resourceful problem-solver with the ability to research and find solutions independently.

Preferred Qualifications (Desirable, but not mandatory):

- Experience in a Media or Broadcast Environment: Prior experience in a similar industry would provide an understanding of the unique operational aspects and terminology.
- Familiarity with Public Broadcasting: Knowledge of OETA's mission or public broadcasting in general.

COMPENSATION

Salary \$34,000–\$44,000 per year. A generous benefits package, including health, leave, retirement, plus much more, is included.

HOW TO APPLY

Send cover letter, application, and resume to OETA, Human Resources, P.O. Box 14190, Oklahoma City, OK 73113, (405) 848-8501 or email to employment@oeta.tv. Applications are available online at OETA.tv or in person at 7403 N. Kelley Avenue, Oklahoma City.

OETA IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER.