

OKLAHOMA ASSOCIATION OF
SCHOOL BUSINESS OFFICIALS



EMPLOYMENT ANNOUNCEMENT

Professional Development Coordinator

February 3, 2020 – February 21, 2020

JOB TITLE: Professional Development Coordinator

SALARY COMPENSATION PACKAGE: Negotiable

WORK PERIOD: Monday through Friday, 8:00 am – 5:00 pm and occasional after-hours and overnight travel required

Job Objective: Develop and coordinate professional development activities and events for OKASBO

Education: Bachelor's Degree in Accounting, Business or Education preferred

Special Knowledge, Skill, or Ability:

- Knowledge in various aspects of school business finance and operations
- Excellent organizational skills
- Critical thinking skills
- Problem-solving skills
- Detail-oriented
- Ability to effectively interact with diverse industry professionals
- Ability to work in a team
- Exemplary personal conduct and integrity
- Reliable, dependable, and punctual
- Excellent written and oral communications skill
- Intermediate to advanced business and computer technology and electronic communications skills

Experience: Minimum of five years of experience in public or technical education, school business management, school accounting, or a combination preferred.

Applications will be accepted by mail at OKASBO, PO Box 18882, Oklahoma City, OK 73154, or by email at info@okasbo.org. Please submit your letter of interest and resume for the above-referenced position. Mailed applications must be postmarked by February 21, 2020. Emailed applications must be received by 5:00 PM on February 21, 2020.