



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

JOB OPENING NOTIFICATION

POSITION Executive Administrative Assistant
ISSUED April 2, 2025
CLOSE Until Filled

The Oklahoma Educational Television Authority (OETA) announces the opening of the position titled **Executive Administrative Assistant** located in **Oklahoma City**. The most qualified candidates will be contacted for an interview.

RESPONSIBILITIES

- Coordinates and prepares OETA Board Agendas and Reports.
- Assists in maintaining FCC required filings and correspondence.
- Supports the Executive Director with day-to-day operational duties.
- Assists the management team with administrative tasks as needed.
- Performs receptionist duties in absence of full-time receptionist.
- Provides the public with information and answers questions about OETA programming and production.
- Procures products and services for OETA with internal purchasing procedures as CPO.
- Other duties as required.

QUALIFICATIONS

- Minimum four (4) years of experience with similar duties.
- Knowledge of MS Office products.
- Ability to maintain complex record systems and record retention policies.
- Confidentiality is essential to this position.
- Interpret and process routine office matters.
- Employment with State agencies and/or media would be useful.
- Exceptional written, oral, interpersonal, and presentation skills and the ability to effectively interface with management team.
- Ability to interact with Oklahoma citizens over the telephone on a daily basis.
- Continued awareness of OETA projects and programs.
- Ability to lift up to 30lbs and have a valid Oklahoma driver's license.

COMPENSATION

Salary \$40,000–\$60,000 per year. A generous benefit 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.