WHAT'S HAPPENING AT NOC: TONKAWA, ENID AND STILLWATER
Published by Northern Oklahoma College Public Information Office
(March 29 – April 5, 2013)

Click on the item below to view it:

- Calendar of Events
- Upcoming events, save the dates
- NOC events coming in early April
- NOC’S Coach Weiberg to Lead Missouri Western Griffons
- What's 2 Do in Enid, area?
- NOC Gala tickets available April 1 for NOC students/employees, April 2 for the general public
- NOC employees celebrating April birthdays
- I Know More Than the Speaker Invitation
- SGA Election Nominations now being accepted
- Car show set for April 6 in Tonkawa
- NOC Olympics set for April 17
- NOC Spring Concert slated for April 2
- NOC Enid Intramurals, important dates
- This week’s edition of News Center Extra available now
- The American Dame opens April 4 – NOC Tonkawa
- Spring Fling set for April 10 - NOC Tonkawa
- Gala Time at NOC
- Oklahoma commerce officials optimistic about impact of CareerTech scholarship expansion bill
- PB & J Tuesday free for all in Enid
- Don’t miss the Gala coming to NOC Tonkawa April 14
- Students respond to disaster in ‘Atlantica’ [NOC Students participated]
- Alumni & Friends Reunion set for April 20
- NOC Enid Civitan meetings/activity announced
- NOC newspaper schedules and contact information
- NOC news available online
- Employment opportunities at NOC

Calendar of events

Friday, March 29
Tonkawa/Enid/Stillwater:
No activities scheduled

Back to the top
Saturday, March 30

**Tonkawa:**
Baseball – Mavs vs. Rose State at Midwest City, 2 p.m. (1x9)

**Enid:**
Baseball – Jets vs. NEO at Enid, 1 p.m. (2x7)

Sunday, March 31

**Tonkawa/Enid/Stillwater:**
No activities scheduled

Monday, April 1

**Tonkawa/Enid/Stillwater:**
Gala tickets go on sale for **NOC employees/students only** - beginning at 9 a.m., call 580.628.6292. The Gala will be held in the Kinzer Performing Arts Center (KPAC) on the Tonkawa campus April 14 at 7:30 p.m.
Phi Theta Kappa meeting – 2:20 p.m., C203, Tonkawa

Tuesday, April 2

**Tonkawa/Enid/Stillwater:**
Gala tickets go on sale to the public - beginning at 9 a.m., call 580.628.6292
NOC Town Hall Strategic Planning meeting – 2:30 p.m., Renfro Center 115, Zollars 110, Stillwater Conf. Rm.

**Tonkawa:**
Baseball – Mavs vs. Hutchinson, Kan. at Tonkawa, 1 p.m. (2x7)
Phi Theta Kappa informational meeting – 2:20 p.m., C203, Tonkawa (for those who missed the Monday meeting)

**Enid:**
Baseball – Jets vs. Independence, Kan., at Enid, 3 p.m. (2x7)
Spring Concert (NOC Enid) – 7 p.m., Briggs Auditorium

Wednesday, April 3

**Tonkawa:**
Interscholastic Contest – NOC Tonkawa campus

**Enid/:**
Campus Civitan Club Meeting – 1 p.m., Zollars 203

Thursday, April 4

**Tonkawa:**
Baseball – Mavs vs. Redlands at Tonkawa, 1 p.m. (2x7)
FAFSA Workshop – 3 to 5 p.m., FAFSA help for students, NOC Tonkawa Library
Softball – Lady Mavs vs. Northeastern Oklahoma A&M at Tonkawa, 3 & 5 p.m.
NOC Fine Arts Division Spring Play *The American Dame* – 7:30 p.m., KPAC

**Enid:**
Baseball – Jets vs. Murray State at Tishomingo, 1 p.m. (2x7)

Friday, April 5

**Tonkawa/Enid/Stillwater:**
Final day to drop 16-week courses without evaluation
Freshman Friday - 9 a.m. to 3 p.m., April 5 - 26, Fridays have been designated for entering fall 2013 freshman enrollment. This is a great time to meet with academic advisors, create a class schedule, speak with financial aid advisors and enjoy a tour of the campus. If Friday isn't convenient, feel free to stop by anytime.
NOC Fine Arts Division Spring Play *The American Dame* – 7:30 p.m., KPAC
Upcoming Events

Save the dates:

- Interscholastic Contest – Apr. 3, NOC Tonkawa campus
- Campus Civitan Club meeting – Apr. 3, 1 p.m., Zollars 203, Enid campus
- FAFSA Workshop – Apr. 4, 3 to 5 p.m., FAFSA help, NOC Tonkawa Library
- Spring Play (NOC Tonkawa) – Apr. 4-7, The American Dame, 7:30 p.m. except Sun. at 2 p.m.
- Final day for students to drop 16-week courses without evaluation – Apr. 5
- "Because We Care" Food Drive Car Show – Apr. 6, 10 am - 2 pm, Wellness Center Parking Lot, NOC Tonkawa
- Phi Theta Kappa Induction Ceremony – Apr. 7, 2 p.m., Renfro Center, Tonkawa
- Jazz Band Concert – Apr. 9, 7:30 p.m., KPAC
- NOC Board of Regents mtg.: Apr. 9, 1 pm, Stillwater Nat’l Bank, 6th & Main, 2nd floor, Stillwater (12:30 pm lunch)
- Flight Crew meeting (NOC Enid) – Apr. 9, 12:30 p.m., Mabee Center, training room
- Spring Fling - Apr. 10, Tonkawa campus
- Redbud Jazz Festival – Apr. 12, 7:30 p.m., KPAC, NOC Tonkawa campus
- PTEC Nat’l troubleshooting simulation shootout - Apr. 12-13
- Gala – April 14, 7:30 p.m., KPAC, (tickets go on sale Apr. 1 for NOC employees/students & Apr. 2 for the public)
- NOC Board of Regents meeting – Apr. 16, 1 p.m., Stillwater campus (lunch at 12:30 p.m.)
- NOC Olympics – Apr. 17, 12-5 p.m., NOC Tonkawa campus

Event details are available on the NOC Website, “Calendar” (http://www.noc.edu/calendar). Go to the event date, click on the text for the event of interest and more details will display if available.

News from Northern

NOC events coming in early April

Northern Oklahoma College announces the first round of exciting spring events ushering in the month of April.

First is the opening of Gala ticket reservations to the public. Beginning at 9 a.m. Tuesday, April 2, general admission tickets will be available in the Office of Development and Community Relations in the Vineyard Library-Administration Building. To purchase tickets via credit card (MasterCard, Visa and Discover), patrons may call 580.628.6292. Reservations will not be accepted through voicemail or email and cannot be made before April 2.

The Gala, directed by Gerald Steichen, associate conductor of the New Haven Symphony, and featuring Suzanne Woods, soprano, and John Pickle, tenor, is set for 7:30 p.m. Sunday, April 14 in the Kinzer Performing Arts Center (KPAC) on the NOC Tonkawa campus.

Coming April 4-7 is the NOC spring play, The American Dame, directed by John Michael Warburton. This amusing study by Philip C. Lewis of American Womanhood takes a look at the ever changing yet always intriguing subject as he examines the roles of women through history from Eve and the apple to modern times. Performances in the KPAC are at 7:30 p.m. Thursday, April 4 through Saturday, April 6 with a 2 p.m. matinee Sunday, April 7. Tickets are available at the box office before each performance.

Rounding off the first week of April, the NOC “Because We Care” Food Drive Car Show will take place from 10 a.m. to 2 p.m. in the NOC Wellness Center Parking Lot, located behind Foster-Piper Fieldhouse. Admission is non-perishable food items.
NOC’S Coach Weiberg to Lead Missouri Western Griffons

Brett Weiberg, head men’s basketball coach for the Northern Oklahoma College Mavericks, has been named head coach of the Griffon Men’s Basketball Program at Missouri Western State University.

Weiberg was selected from a pool of more than 200 applicants in a search process that began in mid-January, according to MWSU Director of Athletics Kurt McGuffin. He succeeds Hall of Fame Coach Tom Smith, who retired at the end of this past season after 25 years with the Griffons.

In 1998 Weiberg began his coaching career as an assistant at Blinn Junior College in Brenham, Texas. He then coached at NAIA Wayland Baptist University and Division I Texas-San Antonio before coming to NOC as assistant coach to his father Mick Weiberg. In 2006 he succeeded the elder Weiberg as head coach. In seven seasons in the head slot, he posted 125 career victories, leading the Mavericks to a 24-7 overall record and the OCAC Conference regular season championship in 2-013.

An NOC alumnus, Weiberg played two years for his father and helped take the Mavericks to two conference championships. In two years at Division I Sam Houston State, he was voted team captain his senior year, led the team in minutes played and was a two-time member of the Southland Conference All-Academic Team.

“I am so very grateful for what Northern Oklahoma College has done for me and my family,” Weiberg said. “There is not a better junior college in the country and I was extremely blessed to be employed here for 12 years. Words cannot express my appreciation for the people of Tonkawa and NOC. I am looking forward to working for Missouri Western [State] University. It is a very good school in a very good league.”

NOC Athletic Director Greg Krause commented, “We hate to lose Brett, but this is a great opportunity for him. He will certainly be missed. He has done a great job at NOC with the men’s basketball program on the court and in the classroom. Brett is coming off an incredible season…. He and his players represent the college well on and off the court.”

According to NOC President Dr. Cheryl Evans, “Brett is the kind of man you would choose as a role model for your own children. He is quality on and off the court and is a positive influence on every life he touches. You are going to see passion and you are going to see hard work from Brett. He has a work ethic that puts many to shame. He gives everything 110 percent. He is a whole package.”

Weiberg is noted for taking a personal interest in each of his players and working to help them experience success in all aspects of their college careers. Building a winning team is a top priority, but he emphasizes education first, and 80 percent of his players at Northern received their associate degrees. Weiberg and his wife Kristy, an NOC language arts faculty member, have three children: Cole, Jayden and Cash.

Related Stories:
- [http://www.newspressnow.com/sports/college/missouri_western_griffons/article_e18de86d-6351-528e-8273-0d546fe22121.html](http://www.newspressnow.com/sports/college/missouri_western_griffons/article_e18de86d-6351-528e-8273-0d546fe22121.html)

---

What's 2 Do in Enid, area

Enid News & Eagle — March 28, 2013

Northern Oklahoma College Spring 2013 Concert

7 p.m. Tuesday, Briggs Auditorium, NOC Enid

Northern Oklahoma College’s music groups will treat the public to a night of enchantment Tuesday as they present their spring 2013 concert, “Star Dreams & Disney Themes.”

The concert will be a tribute to Walt Disney. It will include the NOC Community Band and NOC Jazz Band. In addition, vocals will be provided by Dawn Costello, Jessica Long, Sharese Thomas and Morgan Trent.

Dr. Joe Bryant and Deborah Lambert will direct the performance.

Admission to the concert is free.

For more information, call (580) 628-6444.
NOC Gala tickets available April 2
NOC employees/students April 1

Ticket reservations for the 18th annual Northern Oklahoma College Gala will be accepted beginning at 9 a.m. Tuesday, April 2. **NOC employees and students may reserve tickets beginning April 1 at 9 a.m.**

The Gala is set for 7:30 p.m. Sunday, April 14 in the Kinzer Performing Arts Center located on the NOC Tonkawa campus, 1220 East Grand Avenue.

General admission tickets are $10 each, nonrefundable, and tickets for children under five years old are discouraged. Since seating is limited, a maximum of four tickets per person will be available. Reservations will not be accepted through voicemail or email and cannot be made before April 2.

To purchase tickets via credit card, patrons may call the Office of Development and Community Relations located in the Vineyard Library-Administration Building at 580.628.6292. Northern accepts MasterCard, Visa and Discover.

Tickets may be purchased in person by credit card, cash or check at the Office of Development and Community Relations. Tickets not picked up in advance at that office will be held in the foyer of the Kinzer Performing Arts Center for pickup between 6 and 7 p.m. the evening of the performance. The box office will be open from 6:30 to 7:30 p.m. should tickets still be available for purchase.

Gerald Steichen, associate conductor of the New Haven Symphony, will direct the Gala in a program of light opera and Broadway show tunes featuring outstanding opera artists Suzanne Woods, soprano, and John Pickle, tenor. They will be joined by NOC music faculty Dineo Heilmann, Shannon Bradford, Edward Dixon and Brandon Haynes; the NOC College Choir; and the Gala Orchestra.

Patrons who would like to contribute to the Annual Gala Concert may contact Sheri Snyder, director of the Northern Oklahoma Foundation, Inc., at 580.628.6208 or may make a contribution at the Gala. Contributions are tax deductible.

**HAPPY BIRTHDAY! - April**

**NOC employees celebrating April birthdays are:** Ben Hainline-2nd, Eddie Farmer and Connie Roady-7th, Cheryl Evans and John Reames-14th, Cassie Firth-15th, Shannon Bradford-22nd, Anita Simpson-27th, and Fritz Osell-29th. If anyone needs to be added to the list, contact Jill Dark at 580.628.6232.
I Know More Than the Speaker Invitation

So you've been to workshops and thought...

I KNOW MORE THAN THIS SPEAKER!!

OCPRA
Oklahoma College Public Relations Association

invites you to
PROVE IT!
Submit Your Presentation Proposal for the
Summer 2013 Conference

Proposed Conference Tracks:
Public Relations
Possible Ideas (but not limited to): AP Expert/Crisis Management/How to
Get Published/incorporating Multimedia

Design and Development
Possible Ideas (but not limited to): Prezi Expert/Animate/Adobe
Shortcuts/How I did this

Marketing
Possible Ideas (but not limited to): ROI/Knowing Your Audience/Online
Strategies/Integrated Marketing

Photography
Possible Ideas (but not limited to): Sports Photo Tips/When to get
permission/Coordinating and Archiving photos/Lighting

Web Development
Possible Ideas (but not limited to): Responsive Design/How to survive
redesign/Maintaining visual integrity

Submit Presentation Proposals due April 12, 2013 to
afern@ecok.edu or kikelly@oku.edu
Questions contact Karen Kelly 405-408-2946
or Amy Ford 509-509-2729

SGA Election Nominations now being accepted

Nominations now being accepted for NOC Enid Student
Government Association Executive Committee for
2013-2014 Academic Year. Applications are now available
in the Office of Student Affairs for the following positions:

President  Treasurer
Vice President  Secretary

To be eligible for election, the candidates shall have attended Northern for one
semester, have a cumulative grade point average of 2.50, be enrolled in at least
(12) hours and be in good standing with the college.

For more information contact Office of Student Affairs 580.548.2327.

Completed applications are due to the Office of Student Affairs on
Monday, April 1 at 5 pm. Elections Monday, April 15 & Tuesday,
April 16.

Car show set for April 6 in Tonkawa

Northern Oklahoma College
“Because We Care” Food Drive Car Show
Saturday, April 6, 2013
10 am-2 pm Wellness Center Parking Lot
1220 E. Grand Tonkawa, OK

Admission $ Non-Perishable Food Items

Contact: Dean Pearcy 580.628.6446 dean.pearcy@north-ok.edu
NOC Olympics set for April 17

NOC Spring Concert slated for April 2

NOC Enid Intramurals, important dates

Kickball Tournament
Deadline: to sign up is March 11

Sand Volleyball
Deadline: Sign up March 4-25

Golf Scramble Tournament
Deadline: Sign up March 11-April 20

Activities
March 9- Comet Go Cart 7-9 p.m.
April 11- Spring Fling
April 17- NOC Olympics!! Sign up NOW until April 3!
Sign up on www.north-ok.edu/intramurals

This week’s edition of the News Center Extra available now

Just click on the image above to view the publication.

Any questions or suggestions may be directed to bhardcastle@osrhe.edu.
This is the link to “News Center Extra” http://okhighered.org/news-center/extra.shtml
Gala Time at NOC

The 18th Annual Gala Performance will be Sunday, April 14, 2013 at 7:30 p.m. in the Kinzer Performing Arts Center on the Tonkawa Campus. **NOC employees and students will be able to purchase tickets for this event beginning Monday, April 1st. Tickets are $10 each and limited to four (4) per person.**

To purchase tickets via credit card (Visa, MasterCard, Discover); please contact Taylor in the Development and Community Relations office at 580-628-6292.

Tickets may be purchased in person by credit card, cash or check at the Office of Development and Community Relations located in the Vineyard Library-Administration Building of the Tonkawa Campus. Tickets not picked up in advance will be held at the Kinzer Performing Arts Center box office, which will open at 6 p.m. the evening of the performance. Tickets are non-refundable and we are discouraging the reservation of tickets for those less than five years of age. Please contact Sheri Snyder or Taylor Cline if you have questions concerning this exciting Gala Event!

**Faculty Members: Please announce this to your students.**
Oklahoma commerce officials optimistic about impact of CareerTech scholarship expansion bill

BY SILAS ALLEN, The Oklahoman — 3/29/2013

A measure that seeks to expand a state scholarship program would help Oklahoma keep pace with demand for qualified workers, state officials said.

Senate Bill 432 would expand Oklahoma’s Promise to cover students pursuing certain industry certificates through CareerTech centers or state colleges or universities.

In its current form, the program provides free tuition to students who meet certain academic, financial and disciplinary requirements. It doesn’t cover other costs, such as mandatory fees, books and housing, and it applies only to students who are seeking a college degree.

Under the current rules, eighth- through 10th-graders who apply for the scholarship must show their families don’t earn more than $50,000 a year. Then, before the students enter college, they must fall below another family income cap. Under the current rules, the student’s family must earn less than $100,000 a year.

The bill would expand the program to offer scholarships to students pursuing industry certifications in areas the Oklahoma Department of Commerce has identified as critical.

The bill includes a request for up to $10 million in funding for the first year. It passed the Senate by a 42-1 vote on March 6, and is now in the House Appropriations and Budget Committee.

Commerce department spokesman Don Hackler said the measure would help the state train workers in areas where the department projects growing demand, particularly in engineering-related fields. For Oklahoma’s economy to continue to grow, it will be more important for the state to keep up with industry demand for trained workers, he said.

Completing college

Oklahoma education officials have made a concerted effort recently to improve the state’s college and vocational education completion numbers. Gov. Mary Fallin has called for an additional 20,400 degrees and certificates awarded in Oklahoma over the next 12 years. That goal is part of Complete College America, a nationwide initiative designed to boost college completion.

The state is showing signs of progress as a result of the initiative, Hackler said, but commerce officials hope to see further improvement.

“We think this bill can help us accelerate our improvement,” he said.

Sen. John Ford, R-Bartlesville, said he thinks the bill will go a long way to address the state’s deficit in workers who are prepared for the economy of the future.

Ford, the bill’s author, cited a Commerce Department analysis that shows only 18 percent of the new jobs created in Oklahoma between 2010 and 2020 will require no postsecondary education, while nearly 50 percent will require some form of postsecondary education below a bachelor’s degree, including associate degrees and industry certifications.

“That’s kind of the opposite of what we’re putting out in our schools today,” Ford said.

Most of the certification that tracks the scholarship would affect yearlong programs, and generally cost about $3,500 to complete. Under the scholarship program, the institution would receive half of the student’s scholarship money during the first semester, then another 40 percent during the second semester.

The institution would receive the final 10 percent when the student graduates and receives a certificate.

“Everybody has a little skin in the game,” Ford said. “To me, it is an immediate win.”
Students respond to disaster in ‘Atlantica’
[NOC Students participated]

http://communitycollegespotlight.org/content/students-respond-to-disaster-in-atlantica_12594/

POSTED BY Joanne Jacobs ON March 25, 2013

When an earthquake struck war-torn Atlantica, 14 community college students went to the rescue, providing emergency relief. Fortunately, it was a simulation called Atlantic Hope conducted by the Consortium for Humanitarian Service and Education. Participants came from Florida’s Indian River State College, where the consortium is based, and Northern Oklahoma College.

For four days, students applied what they’d learned about planning and conducting relief missions in conflict zones, reports David J. Smith on his Peacebuilding and Community Colleges blog. Students’ majors included liberal studies, nursing, international studies, child development and emergency management.

George Campos, who served as a combat medic, was “humbled” by the experience. “I have a new respect for all those who dedicate their lives to serve in the field of humanitarian assistance and conflict negotiations,” said Campos, an international studies major.
Alumni & Friends Reunion set for April 20

NOC Enid Civitan meetings/activity announced

Upcoming NOC Enid Civitan meetings and activities announced

All Campus Civitan Club meetings will be held at 1 p.m. in Zollars 203. The meeting dates are:

- Wednesday Apr 3
- Wednesday Apr 17 (work on club scrapbook)
- Thursday Apr 18 (work on club scrapbook)

Activity
- Sunday Apr 7 Spring Horn of Plenty Food Drive (cover two routes collecting canned goods)

NOC newspaper schedules and contact information

NOC news available online

NOC College newspapers 2013 schedules and contact information


Red and Silver Review - The Enid campus newspaper scheduled publish dates: Jan. 29, Feb. 19, March 12, and April 23.

Story and/or photo submissions should be sent at least eight days prior to the publish date. Submissions may be sent to Jeremy Stillwell at Jeremy.stillwell@north-ok.edu or 580.628.6397.

NOC news available online

The What's Happening e-newsletter, Red & Silver Review, The Maverick, links to area newspapers, and more can now be viewed online.

You have access to the current issues as well as previous editions. To view the Red & Silver Review click here and to view The Maverick click here.

The most recent Maverick was published March 7 and the Red & Silver March 12 to visit the “NOC News” section of the NOC Website click here.
Employment opportunities at NOC

Financial Aid Specialist - Tonkawa
Behavioral Science, full-time, tenure track instructor – Tonkawa
Business instructor full-time – Enid campus
Benefits Coordinator
Daytime adjunct humanities instructor - Enid
CLEET Security Officer – Enid campus
Landscape and Nursery Manager - Tonkawa
Counselor – full-time Enid campus
Information Technology Support Technician- Stillwater campus, part-time
Grant Accountant
Part Time Staff Assistant to Nursing Division – Enid

http://northok.publishpath.com/employment-opportunities - This link will connect you to more details and downloadable job applications.

---

NORTHERN OKLAHOMA COLLEGE — Position Description

Position Title: Part Time Staff Assistant to Nursing Division – Enid
Department - Nursing; Reports to - Director of Nursing; Job Group Title - Administrative Support Staff III
Job Group Class Code – 3380; FLSA Status - Non-Exempt

SUMMARY: Support the philosophy, policies, goals, and conceptual framework of the college and nursing division.

ESSENTIAL DUTIES AND RESPONSIBILITIES include:

- Maintain open communication, Counseling and academic advisement/enrollment of pre-nursing and nursing students
- Type official documents and reports, Type course syllabi and exams for three sites, Type correspondence
- Maintain student/faculty data, Proctor and facilitate nursing challenge exams
- Assist in president’s office, switchboard, and social science division, Screen student files, Screen students and visitors
- Provide information, Keep appointment calendar, Filing, Collect and sort mail, Maintain inventory

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

EDUCATION and/or EXPERIENCE: A minimum educational level of an associate degree and two years related experience; or equivalent combination of education and experience is required.

PHYSICAL DEMANDS: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

---

Northern Oklahoma College in Enid is seeking a daytime adjunct Humanities instructor for the fall 2013 semester in the Language Arts Division. Applications will be taken until the position is filled. Minimum requirement is a bachelor’s degree. A master’s degree, previous teaching experience, and competency with technology are preferred. Applicants will need to submit an application form available online at website www.north-ok.edu, a letter of application, resume, transcripts, and three letters of professional reference to the Human Resource Department, Northern Oklahoma College, P.O. Box 310, Tonkawa, OK 74653. EOE

---

Northern Oklahoma College Enid is seeking a qualified instructor for a full-time position in the Business Division beginning in the fall 2013 semester. A minimum education level of a master’s degree is required. Must have sufficient credit hours in business-related coursework and prior teaching experience is preferred. The teaching areas could include but are not limited to Financial and Managerial Accounting, Introduction to Business, Macroeconomics, Microeconomics or Computer Applications. Qualified applicants will need to submit an application form available online at www.north-ok.edu, a letter of application, resume, official transcripts, and three letters of professional reference to the Human Resources Department, Northern Oklahoma College, P.O. Box 310, Tonkawa, OK 74653. EOE
NORTHERN OKLAHOMA COLLEGE — Position Description

Position Title: Grant Accountant  
Department: Financial Affairs; Reports to: Vice President for Financial Affairs  
Job Group Title: Administrative Services Specialist; Job Group Class Code: 5385; FLSA Status: Exempt

SUMMARY: This position works under the direction of the Vice President for Financial Affairs. The Grant Accountant is responsible for accounting duties and tasks related to the financial management and reporting of federal grant funds. The Grant Accountant provides accounting services for sponsored project funds, ensuring compliance with federal, state and local government, and grant regulations, policies, and procedures. The Grant Accountant works with the Northern Oklahoma College Grants Coordinator, the principal investigator(s), and the funding agency to ensure compliance with expenditure requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES include:

- Serves as the appropriate principal investigator’s contact for grants and contract accounting functions.
- Acts as pre-award grant budgeting resource and reviews grant and contract proposals by assessing financial needs.
- Initiates accounting for grants and contracts including documentation, compliance, reporting, and reconciling.
- Creates, compiles and inputs financial data in to spreadsheets, and maintains general ledger accounts for entering, organizing, retrieving and reporting grant financial data.
- Monitors time and effort reporting, ensuring it is complete and in compliance with applicable regulations.
- Communicates with fiscal contacts at funding source for problem resolution and information gathering.
- Negotiates, calculates and prepares invoices relating to the indirect cost rate.
- Coordinates and prepares, on a timely basis, information related to external requirements associated with grants, contracts and special programs; Allocates Title IV funds within the student billing system and reconciles with the Financial Aid department.
- Reviews transactions submitted to ensure compliance with contract requirements, accurate accounting, reporting of grant funds, adherence to budget limitations, and timely submission of financial reports.
- Performs grant–related post-award functions, including budget and expense analysis, periodic invoicing, financial reporting, labor distribution changes and associated communications with customers, reconciliations, and budgeting.
- Performs grant closeout functions required including reconciliations, financial status reports, final invoices, and final financial reporting; Reviews general ledger transactions to ensure accuracy and complete journal entries.
- Assists with fiscal year-end close including information used in the A-133 audit.
- Serves as a member of the Grants Committee. Participates in meetings related to grant needs and applications and assists with pre-award budget development; Ability to independently prepare reports, presentations and correspondence with minimal guidance.
- Assist with daily operations related to the financial management of the organization, along with other general duties as assigned.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The Grant Accountant must have a strong understanding of the financial and managerial accounting concepts and principles; excellent problem solving, communication, interpersonal and oral and written communication skills. Attention to detail, tempered by effective time-management skills to ensure an efficient use of time is expended to properly complete assignments and meet goals.

EDUCATION and/or EXPERIENCE: A minimum educational level of a Bachelor’s degree in Accounting is required. Experience in higher education work environment with specific emphasis in grant accounting is preferred.

PHYSICAL DEMANDS: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Information Technology Support Technician – Stillwater, part-time

Applications are being accepted by Northern Oklahoma College Stillwater for the part-time position of Information Technology Support Technician. A minimum educational level of an Associate Degree in a related field and one to two years of experience, or an equivalent combination of education and experience is required. Responsibilities include providing computer system support for various NOC office locations. Must have strong computer system and software knowledge. Work hours will be flexible but must have own transportation. Application review begins immediately and will continue until the position is filled. Applicants will need to submit an application which is available online at www.north-ok.edu, a letter of application, a resume, college transcripts, and three letters of professional recommendation to Northern Oklahoma College, Human Resources, P.O. Box 310, Tonkawa, OK 74653. EOE

Back to the top
NORTHERN OKLAHOMA COLLEGE
Position Description

Position Title: Landscape and Nursery Manager
Department: Physical Plant
Reports to: Associate Vice President of Physical Operations
Job Group Title: Facilities Services Manager; Job Group Class Code: 5195; FLSA Status: Exempt

SUMMARY: Reports to the AVP Physical Plant and communicates all operational issues. This person will be a working supervisor with direct management of employees in all aspects of interior and exterior landscaping. This position requires hands-on supervising ability to subordinate personnel and carry out strategies as defined by physical plant and college administration.

ESSENTIAL DUTIES AND RESPONSIBILITIES include:

- Plans, designs, and implements landscapes for all NOC properties including campus grounds in Enid, Tonkawa, and Stillwater.
- Concerned with all aspects of the care, protection and maintenance of plants; including trees, shrubbery, floral plantings, gardens, and turf across the institution.
- Plants, propagates transplants, maintains, and harvests nursery crops and manages operation of college greenhouse to supply plantings for grounds.
- May be involved in grafting and propagating plants. Responsible for the plant health care for all plant material on property. Ability to identify plant stress including: pest & disease, common disorders, or water related.
- Develop and update department policies, procedures and job descriptions.
- Responsible for maintaining department cost control, budgeting, inventory and purchasing.
- Coordinate and implement staff, crew, and department meetings.
- Drives/Operates company vehicles to travel between properties and motorized carts to travel on property.
- Possess knowledge of plant and tree identification, insect identification and control, irrigation systems, parts and installation, fertilizers, and landscape installation.
- Develops and coordinates department Safety & Training. Helps with interviews, recommends hires and carries out department orientation for new grounds employees.
- Maintain physical stamina and proper mental attitude to deal effectively with campus community, management, and other employees while meeting deadlines and achieving goals.
- Work varied shifts, including some weekends.
- Perform all duties as deemed necessary and assigned for the success of the department

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Have excellent organizational ability and have a high degree of initiative. Maintain a professional appearance and demeanor. Have interpersonal skills to deal and communicate effectively with people. Successful candidate must possess the ability to lead and mentor a team.

EDUCATION and/or EXPERIENCE: A minimum educational level of a Bachelor’s degree in Horticulture or related field. Preference given to individuals with two or more years of related supervisory experience in the horticulture field. Experience in interior landscape or exterior landscaping preferred.

PHYSICAL DEMANDS: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Ability to work in adverse weather conditions; both heat and cold. Must be physically able to lift up to 50 pounds without assistance (occasionally, regularly, routinely, throughout the course of the work day) Withstand prolonged periods of standing, walking, bending, and stretching to perform job duties.

Counselor – full-time Enid campus

Northern Oklahoma College in Enid, Oklahoma, is accepting applications for the full-time position of Counselor. A minimum educational level of a Master’s Degree in relevant area and one to two years related experience in Career Counseling is required. Responsibilities include providing comprehensive counseling, and academic and career advising for students. This position also includes teaching learning assistance course, sponsoring student clubs/organizations, and assisting with freshman orientation. Application review begins immediately; applications will be considered until the position is filled. Applicants will need to submit a letter of application, an application form available on-line at www.north-ok.edu, a resume, current official transcripts, and three letters of professional reference to Human Resource Department, Northern Oklahoma College, P.O. Box 310, Tonkawa, OK 74653. EOE
NORTHERN OKLAHOMA COLLEGE

Position Description

Position Title: CLEET Security Officer
Department: Student Affairs; Reports to: Dean of Students; Job Group Title: Customer Support Staff III
Job Group Class Code: 3280; FLSA Status: Non-Exempt

SUMMARY: Provide campus security and serve as a safety officer for the NOC community.

ESSENTIAL DUTIES AND RESPONSIBILITIES include:

- Patrol buildings and grounds on foot or in vehicles for fires, water leaks and general security
- Patrol offices, classrooms, or laboratory buildings to prevent theft or damage to property, equipment, tools and supplies.
- Provide emergency assistance during natural emergencies, fires, accidents, and personal injuries.
- Enforce college rules, regulations, applicable state, local, and federal laws.
- Conduct foot and mobile patrols of the campus, facilities and vicinity.
- Routing checks of residence and academic areas, doors, hallways, and windows per checklist.
- Check to ensure that doors, windows and locks are properly secured.
- Check community and visitor I.D. information and prohibit entry of unauthorized personnel.
- Appropriately respond to intruders and disturbances on college property.
- Notify proper fire or police authorities in case of emergencies.
- Light building maintenance, such as checking boiler rooms in winter, and A.C. units in summer.
- Open and close campus buildings as required; Provide good verbal and written reports on any unusual situations of emergency.
- Check parking permits; direct visitors and students, and orally communicate campus regulations, rules and policies to members of the campus community and others on campus.
- Part time officers are occasionally required to fill in for full time officers during the week.
- Maintain security equipment, radios, flashlights, and uniforms.
- Refuel security car and notify facility maintenance about problems with car.
- Monitor security computer equipment, cameras, and ensure that units are functioning properly.
- Attend departmental training, as requested; Maintain accurate activity log; write & submit comprehensive reports
- Provide on-campus escorts for students on college property when determined appropriate.
- Motorist Assist with lost key entries, jump starts and flat tires.
- Work collaboratively with others officers, staff, supervisors, and guests.
- Meet and maintain all standards and requirements for physical agility, strength and conditioning, and firearms, as required.
- Meet and maintain attendance requirements; maintain a professional appearance and demeanor at all times.
- Other duties as assigned by Supervisors.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Must be CLEET Certified for armed security.

EDUCATION and/or EXPERIENCE: A minimum educational level of an associate degree; or one to two years related experience; or equivalent combination of education and experience is required.

PHYSICAL DEMANDS:
- Must be able to lift and carry equipment and supplies weighing up to 40 pounds or drag objects weighing more than 40 pounds.
- Must be able to bend, stoop, and reach.
- Manual dexterity to efficiently operate a computer keyboard and other business machines.
- Near vision sufficient to read written communications and computer display screens.
- Adequate hearing to communicate effectively in person and by telephone.
- Must be able to drive in a vehicle, walk, or ride on a bicycle for long periods of time.
- Excellent writing skills without the use of auxiliary aids or services.
- Excellent oral communications skills, using the English language, without the use of auxiliary aids or services.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE/SKILLS/ABILITIES:
- Pass a physical agility and reading comprehension and writing test.
- Must have a current driver’s license and an excellent driving record.
- Must provide a comprehensive criminal background report and driving record.
- Excellent computer skills.
- Excellent problem-solving abilities.
- Knowledge and ability to operate a firearm, as evidenced by;
  o Ability to legally purchase and possess a handgun.
  o Possessing or obtaining certification from the Council on Law Enforcement Education and Training (CLEET).

WORK CONDITIONS:
- Work is regularly outdoors during all weather conditions.
- The Campus Safety Department functions 24 hours a day, 7 days a week, and staff are required to work either daytime, evening, or night shifts, as scheduled.
- Weekend and holiday work is required.
Position Title: Benefits Coordinator  
Department: Human Resources  
Reports to: Director of Human Resources  
Job Group Title: Administrative Support Staff III  
Job Group Class Code: 3380  
FLSA Status: Exempt

SUMMARY: The Benefits Coordinator position will provide and manage all benefit related eligibility for employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES include:
- Manage employee benefit enrollment and terminations
- Ensure all benefit plan documents, summary plan descriptions, booklets and information brochures are accurate and current for dissemination
- Implement annual open enrollment and provide plans presentations to employees as needed
- Manage and coordinate benefits associated with retirees
- Establish employee eligibility, coverage and effective dates and premium payment responsibility for employees
- Enter new member enrollment and status changes with existing employees using vendor procedures
- Verify the calculations of the monthly premiums statements for all group insurance policies and maintain statistical data relative to premiums, claims and costs
- Ensure all benefit information on POISE and all insurance databases is current and accurate
- Assume all responsibility for eligible employees including but not limited to medical, dental, vision, life, long-term care, Section 125 plans, Oklahoma Teachers Retirement and 403(b) annuities
- Remain current on related laws, regulations, and practices affecting benefits by subscribing to related literature, attending conferences, seminars, and/or enrolling in courses
- Maintain benefits web page and provide recommendations on web page design to the Director of Human Resources that best communicate employee benefits
- Answer employee calls and walk-ins in a responsive and professional manner
- Collaborate with Payroll and other departments to ensure billing and payroll deductions are accurate
- Assist Human Resource Director in obtaining statistics and information in renewal process of any Health, Life and Retirement plans that benefit the company
- Other duties as assigned

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The Benefits Coordinator must have effective communication skills, oral and written. Experience in Word, Excel, Payroll and other applicable database programs helpful. Knowledge of company policies/procedures and benefit package or the ability and willingness to learn. Strong organizational skills. Effectively communicate with people in potentially stressful situations. Ability to consistently meet daily, weekly and monthly deadlines.

EDUCATION and/or EXPERIENCE: A minimum educational level of an associate degree; Bachelor’s degree preferred; or two (2) to four (4) years in Human Resources / benefits administration or equivalent combination of education and experience is required.

PHYSICAL DEMANDS: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
NORTHERN OKLAHOMA COLLEGE
Position Description

Position Title: Financial Aid Specialist - Tonkawa
Department: Financial Aid
Reports to: Director of Financial Aid
Job Group Title: Administrative Support Staff II
Job Group Class Code: 2380
FLSA Status: Non-Exempt

SUMMARY: This person will be a member of a team providing financial aid counseling services to all NOC students.

ESSENTIAL DUTIES AND RESPONSIBILITIES include:

- Counsel parents and students on types of financial aid available, how to apply and how the process works.
- Coordinate and award student aid from outside agencies such as Bureau of Indian Affairs, Oklahoma Promise (OHLAP), Scholars for Excellence in Child Care, Workforce Investment Act, Vocational Rehabilitation, Worker’s Comp, Veteran Voc Rehab, City of Enid Scholarships, and Vance AFB Tuition Assistance. These activities involve students from all campuses.
- Primary contact and responsibility for requesting and completing institutional Oklahoma Tuition Aid Grant (OTAG) reports including verifying OTAG awards in the POISE system and overseeing and reporting OTAG disbursements as made by the Bursar’s Office.
- Backup for loan processing activities.
- Assist with timely review and processing of federal financial aid applications including analysis of information in federal applications, verification and entering data and awards into POISE system.
- Requires ability to understand and follow government regulations.
- Must be detail oriented.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This person must be able to work effectively with students and parents. This position requires good computer and organizational skills, including the ability to prioritize and work quickly and accurately.

EDUCATION and/or EXPERIENCE: A minimum educational level of an associate degree; or one to two years related experience; or equivalent combination of education and experience is required.

PHYSICAL DEMANDS: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.