POSITION
Assessment Specialist – Tulsa Area

GENERAL DESCRIPTION
Carl Albert State College has an opening for a full-time Assessment Specialist, to provide coverage in the Tulsa Area. The successful candidate will be responsible for providing services for OKDHS TANF clients as outlined within the SAS contract in the following area:

Assessment:
• Administration of TABE, COPSystem, Key Train, and Work Keys assessments
• Perform Washington Learning Needs Screening Tool and Vera Vision Screening
• Interpret assessment outcomes in joint case staffings
• Upload assessment results to network within 48 hours

All service areas require accurate record keeping, reporting requirements, maintenance of client files, and proper travel reporting per CASC and state regulations.

QUALIFICATIONS
Bachelor’s degree; computer skills; must have dependable transportation and ability to travel up to 750 miles per week; must be able to lift and carry up to 50 lbs. on daily basis.

APPLICATION DEADLINE
March 23, 2015

SALARY
$32,400 plus full benefit package which includes employer-paid retirement, medical/dental/life/long-term disability insurance and paid leave

APPLICATION PROCEDURE
Please submit a CASC application (available at: http://carlalbert.edu/discover-us/human-resources/), letter of application, resume, transcripts and three letters of recommendation to:

Carl Albert State College
Human Resources
1507 S. McKenna
Poteau, OK 74953

OR

email: employment@carlalbert.edu
Fax: 918-647-1359

CASC is an AA/EO employer.

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