

STATE OF OKLAHOMA

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SAA Assistant Director

Recruitment #140310-UNCN-01**Department** Department of Veterans Affairs**County Location** Oklahoma**Date Opened** 3/10/2014 8:00:00 AM**Filing Deadline** 3/31/2014 11:59:00 PM**Salary** \$4,583.00-\$5,416.00/month**Full or Part Time** Full-Time

INTRODUCTION

APPLICATION INSTRUCTIONS:

Send cover letter, resume, and transcript copies to Gina Wekke, Executive Director, State Accrediting Agency 4545 North Lincoln, Suite 281 Oklahoma City, OK 73105 or via email gwekke@odva.state.ok.us.

State Accrediting Agency Assistant Director 4102 (Unclassified)

Work Location:

State Accrediting Agency, 4545 Lincoln Blvd. Oklahoma City, OK 73105.

MAJOR WORK DUTIES:

This position supports the mission and operation of the SAA, an agency that is responsible for reviewing and approving education and training for veterans to use their GI Bill. Duties and responsibilities include assisting in the development of the annual federal contract with the United States Department of Veteran Affairs (DVA). This includes a variety of administrative, professional, and technical functions involved in the administration of the SAA, including preparation of monthly, quarterly, and annual reports necessary to meet contract requirements. Other responsibilities include drafting state and federal policies and procedures that support the SAA mission and are

consistent with state and federal laws. This includes procedures for compliance and revision of the Administrative Procedures Act, the Open Meeting Act, the Open Records Act, and CFR Title 38, United States Code for G.I. Bill Benefits. Other duties include preparing reports for review and analysis regarding agency operations and veterans' issues; representing the director and making presentations of behalf of the director as assigned; providing assistance in the preparation and submission of the annual state budget; reviewing, analyzing, and reconciling monthly expenditure and generating budget reports. As assigned, reviews and processes applications for approval/disapproval of Institutions of Higher Learning (IHL), Non-College Degree (NCD) catalogs and addendums, schedules, tuition and fees, etc. This individual will also assist in technical visits to facilities within the jurisdiction of the SAA and outreach related to SAA responsibilities. As assigned, this individual performs compliance survey visits for IHLs, NCDs, On-the-Job Training (OJT), and apprenticeships (JAC) in compliance with CFR Title 38, United States Code for G.I. Bill Benefits. As requested by the director, the assistant director attends and participates in local and national conferences and training on matters pertaining to veterans' education and training. Additional duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Requirements include experience with organizational and public administration; basic research and statistical technical skills; a general understanding of federal and state laws and regulations relating to the administration of GI Bills, the Open Meetings Act, and technical expertise in computer software including the Microsoft Office Suite Outlook, Word, Excel, and Access).

MINIMUM QUALIFICATIONS (EDUCATION & EXPERIENCE):

Requirements include a Bachelor's Degree from a regionally accredited institution and five years of professional experience that includes demonstrated leadership experience and business or public administration experience. Applicants with related administrative leadership and experience with current GI Bills are preferred.

CONCLUSION

Veteran's preference points apply only for initial appointment in the classified service.