

OFFICE MANAGER, STUDENT AFFAIRS

SUMMARY

Reporting to the Dean of Students, the Student Affairs Office Manager coordinates office operations and procedures in order to ensure organization and effectiveness of work flow. This position also supports the office through coordination of Student Affairs work study employment, administrative oversight of the Post Office, coordination of the University Shuttle operation, and maintenance of office records/student files. This is a non-exempt, full-time position with full benefits.

DUTIES AND RESPONSIBILITIES

- Provide administrative support to the Office of Student Affairs by greeting visitors, answering the phone, and overseeing response to emails sent to the Student Affairs email account
- Facilitate the management of daily office operations (management of staff calendars, ordering of office supplies, etc.) for the Office of Student Affairs and its staff
- Provide administrative oversight to Post Office work study student staff; including hiring, training, scheduling, evaluation, and maintaining work study budget database
- Coordinate record keeping for the University Post Office, to include end of month reporting
- Provide administrative oversight to the University Shuttle work study student staff; including hiring, training, scheduling, evaluation, and maintaining work study budget database
- Provide assistance to the Director of Residential Life with housing process and record keeping including maintaining database records and accuracy of housing assignments, application and deposit tracking.
- Provide administrative support to Office of Student Affairs events, i.e. New & Returning Student Move-In, New Student Orientation, and Housing Selection, which may include occasional evening or weekend hours.
- Prepare, track, and maintain office records including confidential student conduct files, university related reports and documentation, and budget tracking,
- Prepare reports as requested
- Perform other duties as assigned

SKILLS AND ABILITIES

- Experience working with Microsoft Office Word Pro, Excel, PowerPoint
- Excellent organization ability, high level of accuracy, attention to detail
- Effective interpersonal and communication skills in dealing with others to ensure that requests or needs are met.
- Problem solving skills including the ability to acknowledge and clarify inquiries, requests, or complaints to ensure that needs are identified, documented and addressed
- Ability to prioritize and manage multiple tasks simultaneously and with minimal supervision
- Enjoy working with college students

QUALIFICATIONS

- Required: High School Diploma or GED
Previous experience as administrative assistant or office manager
- Preferred: Associate or Bachelor's Degree

University of the Ozarks reserves the right to consider an equivalent combination of education, training, and/or experience necessary to perform successfully the major duties and responsibilities of the position.

APPLICATION PROCEDURES

Send a letter of interest, résumé, and three to five professional references to Karen Schluterman, Director of Human Resources.

- E-Mail, with MS-Word or pdf attachments (for applications): HumanResources@ozarks.edu
- E-Mail, (for questions about the position): Luke Morrill, Dean of Students
- Mail: Attn: Director of Human Resources, University of the Ozarks, 415 N. College Ave., Clarksville, AR 72830

Applications received by Friday, February 1, 2019 will be assured of full consideration.

ABOUT UNIVERSITY OF THE OZARKS

Ranked in the top ten of southern region comprehensive baccalaureate institutions by U. S. News & World Report, the University of the Ozarks is a Presbyterian-related institution that blends the liberal arts and professional preparation in a student-centered environment emphasizing quality teaching and student learning. The university serves a diverse group of approximately 870 students from the United States and abroad on a beautiful campus in Clarksville, Arkansas, located along I-40 approximately 90 miles northwest of Little Rock, nestled between the Arkansas River and the Ozark Mountains. Recent major gifts have enhanced the academic program and other campus initiatives. For more information about the University of the Ozarks, visit www.ozarks.edu.