

## OFFICE COORDINATOR-OFFICE OF ADMINISTRATIVE SERVICES

### SUMMARY

Reporting to the Director of Financial Aid, the Office Coordinator manages, oversees, and/or performs a wide variety of administrative support activities for the Office of Administrative Services (Accounting, Financial Aid, Accounts Payable, and Student Accounts/Billing). The primary role will be to provide clerical and public relations support to maintain efficient and effective operations of the office. This position is a non-exempt, full-time position with full benefits.

### DUTIES AND RESPONSIBILITIES

1. Administrative Support – provide support for the Office of Administrative Services, (Financial Aid, Student Accounts, Accounts Payable and Controller), including but not limited to screening and handling telephone calls, data entry on student accounts, financial aid verification procedures, correspondence, copying, maintenance of files and forms, supervision and training of work-study students, work-study payroll and distribution of mail.
2. Public Relations – Primary contact for students/visitors. Analyze student needs and assists or coordinates with other areas of the office for assistance.
3. Cash Collection – Primarily responsible for cash collections to include daily reconciliation and classification of on-line payments. Responsible for distribution of checks to vendors and students.
4. Work study- Serve as the back up to the Assistant Director of Human Resources in processing work study payroll.
5. Manage work study time clock and employment forms as well as assist students and supervisors with questions.
6. Other duties as assigned

### SKILLS AND ABILITIES

- Experience working with Microsoft Office Word Pro, Excel, Powerpoint
- Excellent organization ability, high level of accuracy, keen 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

- Preferred: **Vocational, 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.

## ABOUT UNIVERSITY OF THE OZARKS

Ranked in the Top 10 of Southern region comprehensive baccalaureate institutions by U. S. News & World Report, 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 approximately 800 undergraduate students on a beautiful campus in Clarksville, Arkansas, located along Interstate-40 approximately 90 miles northwest of Little Rock, and nestled between the Arkansas River and the Ozark Mountains. The University serves students from diverse religious, cultural, educational and economic backgrounds and welcomes students from throughout the U.S. and from more than 20 countries around the world. Knowing that diversity contributes to academic excellence and rich and rewarding communities, Ozarks is committed to recruiting and retaining a diverse faculty, staff and student body. The University is especially interested in applicants with diverse backgrounds and experiences and those with a successful record of teaching and working with diverse students, including historically underrepresented minority students and other underserved populations. Recent campaigns have enhanced facilities, academic programs and other campus initiatives. For more information about University of the Ozarks, visit [www.ozarks.edu](http://www.ozarks.edu).

## APPLICATION PROCEDURES

Review of applications will begin immediately. Please send a letter of interest; resume and three current letters of reference to: [humanresources@ozarks.edu](mailto:humanresources@ozarks.edu)

Applications received by January 13, 2023 will be given full consideration.

Anticipated start date: February 2023

