



Office Manager Campus Life

CL/4

JOB SUMMARY

This is a highly responsible clerical position performing a variety of general office tasks for the Campus Life related functions. This is a highly responsible clerical position performing a variety of general office tasks and bookkeeping for the Office of Campus Life., which includes campus-wide programming, student leadership and development, intramural sports and recreation, outdoor education. The employee is required to exercise considerable initiative, independent judgment, and discretion while performing clerical and secretarial work. This job occasionally requires some evening hours.

MAJOR DUTIES

- Primary contact person for students, visitors, faculty, club advisors and community with requests of information about Campus Life.
- Maintains daily accounting transactions support budgets under the Campus Life department.
- Assists with annual budget preparation for accounts maintained in the Campus Life department.
- Provides clerical support for the Director of Campus Life and the full-time members of the unit, which including correspondence, phone contact, appointment scheduling, travel expense statement preparation, and providing of updated budget appropriation status of clubs and organizations on an as-needed basis.
- This person maintains all records necessary; prepares, checks, and channels various interoffice forms, requisitions, timesheets, check requests and student activities forms.
- Assist in the preparation of the semester calendars, handbooks, and annual reports.
- Directly involved in the planning and implementation of all Campus Life related events and activities.
- Supervises part-time student workers.

KNOWLEDGE REQUIRED BY THE POSITION

- Considerable knowledge of law/legal affairs, business English, spelling, punctuation, and arithmetic.
- Highly skilled in office automation tools, software programs to include MS Office Suite (Word, PowerPoint, Excel and Outlook). Understanding of Banner or willing to learn.
- High degree of tact, initiative, accuracy, judgment and superior interpersonal skills, a thorough understanding of business practices and procedures and the ability to interface well with all levels of management.
- Ability to maintain administrative, fiscal and academic records, some of which are confidential.
- Ability to establish and maintain effective working relationships with institution officials, administrators, and employees.
- Effective verbal and written communications and interpersonal skills
- Ability to organize and prioritize work.
- Considerable customer service skills.

SUPERVISORY CONTROLS

The Director of Campus Life will assign work in terms of general instructions. The supervisors spot-check completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include the Clubs and Organizations Handbook, the Student Handbook, the Georgia State Accounting Office Policy Manual, the Georgia State Accounting Office Travel Policy Manual, and college and program policies and procedures, RA Manual, and Resident Handbook. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related administrative duties. Frequent interruptions contribute to the complexity of the position.
- The purpose of this position is to provide administrative support for the operations of the departments. Successful performance helps ensure the efficiency and effectiveness of those operations.

CONTACTS

- Contacts are typically with co-workers, other college employees, students, and members of the general public.
- Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, bending, crouching or walking.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position supervises the work of assigned student workers.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education, degree or certificate in Office Administration preferred.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.
- Bachelors Degree required.