

JOB DESCRIPTION

OFFICE OF STUDENT LIFE

OFFICE MANAGER

PURPOSE: Reporting to the Director of Student Engagement, and assisting the Director of Christian Life & Leadership and Director of Residence Life, the Office Manager is responsible for day-to-day management and administration of the Student Life Center. The Office Manager seeks to assist and meet the needs of students as well as be responsible organizing and coordinating office operations and procedures in order to ensure organizational effectiveness and efficiency of the Student Life office. This position is the “face” of student affairs for students, therefore it is essential that this individual maintain a welcoming and helpful attitude at all times.

OFFICE RESPONSIBILITIES:

- Provide outstanding customer service to MC students, faculty, staff, alumni, parents and guests whether it be in person, on the phone or through other means of electronic communication
- Act as a receptionist for the Student Life office by monitoring/answering phones as well as responding to walk in customers.
- Organize office operations and procedures
- Maintain a business-like atmosphere in the lobby
- Open mail and handle and/or forward all incoming correspondence
- Manage departmental/student employment paperwork/time sheets/payroll (office staff and student workers)
- Provide office training to student workers and new professional staff members
- Manage departmental requisitions, pay orders, petty cash, and office credit cards.
- Manage the office copier which includes overall maintenance, ordering of paper and toner.
- Manage the approval process for posting fliers on campus.
- Manage the borrowing process for Student Life equipment, such as projectors and other electronics
- Print and prepare promotional materials for campus events
- Assist with ticket distribution and t-shirt sales for campus events
- Manage the content on the Student Life Center TV display

RESIDENCE LIFE RESPONSIBILITIES

- Coordinate and manage laundry maintenance for residence halls
- Coordinate holiday housing
- Assist with the coordination and communication of residence hall rooms, roommates, and roommate situations.
- Input and manage Residence Life information on student BANNER accounts
- Manage the withdraw process in Banner for withdrawing residents

STUDENT ENGAGEMENT RESPONSIBILITIES

- Manage applications and interview schedule for The Board, FLIP, CREW, and Orientation Leaders
- Contact Campus Scheduling Coordinator for any and all on campus space requests throughout the

year

- Input and manage all club and tribe BANNER accounts
- Maintain Club/Tribe paperwork including rosters, service sheets, rush form, hazing and chaperone forms
- Assist with the student conduct process
- Other duties as specified by the Director of Student Engagement

CHRISTIAN LIFE & LEADERSHIP RESPONSIBILITIES

- Act as a receptionist by monitoring/answering phones
- Be knowledgeable regarding Chapel requirements and assist students in navigating their Chapel experience
- Assist with church connection efforts
- Assist with the management of student workers

QUALIFICATIONS:

- Bachelor's Degree Required
- Experience working with college students
- Excellent computer and organizational skills
- Strong administrative, interpersonal, and communication skills
- Excellent people skills to interact with students, parents, and members of the institution
- Ability to make good decisions and have a good record of consistency in handling student needs
- Understanding of the importance of confidentiality and impartiality in all work
- Have an active and growing Christian faith.

Periodically this employee may be required to move objects that weigh up to 25 pounds. The employee is expected to use caution when moving objects and ask for assistance when unsure of the weight.

Reports to: Director of Student Engagement

FLSA Status: Non-exempt