The following statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

**General Function (Description):**

The Office Manager will provide clerical support to the TRiO staff. This includes duties from general reception to project data processing, budget and record management, purchasing, payroll, workflow/project tracking and assisting the professional staff. This is a grant funded program and is a 10 month position (may convert to 12 months). Future employment is contingent upon receipt of funds.

**Examples of Duties and Responsibilities:**

- Maintains databases of Educational Talent Search (including Blumen) students and issues periodic reports;
- Assists the Assistant Director with maintaining the budget; including payroll and personnel;
- Monitors expenditures of grant funds to meet the program’s budgetary needs;
- Prepares monthly reports for submission to the Assistant Director and Director;
- Inputs applications, attendance and contacts into the database;
- Maintains office computers, phones, copier and other machinery;
- Supervises work study students as well as student and adult volunteers;
- Coordinates paperwork, scheduling and payroll for tutoring program;
- Coordinates the administrative function and works closely with the Budget and Office Managers and assists, as appropriate;
- Acts in the absence of the Assistant Director or Program Manager while they are at target schools
- Plans and makes arrangements for staff and participant travel (transportation, lodging, meals, admissions and tickets);
- Coordinates program activities with on and off campus agencies and departments;
- Chaperones ETS participants on college tours, as well as educational and cultural activities;
- Prepares newsletters, flyers and drafts program correspondence;
Maintains project, office and website activity calendar;
Prepares reconciliation reports on a monthly basis;
Organizes and maintains office records in accordance with U.S. Department of Education regulations and standards;
Serves as the receptionist;
Assists with copying, printing etc.;
Intercepts and initiates calls to and from parents, school personnel, community organizations and businesses and CAU staff;
Provides the Assistant Director and professional staff with additional support as needed;
Sends mailings, text messages and voice recordings to participants and parents;
Serves as the contact person for facilities, OITC and other administrative support offices;
Takes notes of ETS weekly meetings; prepare and distribute minutes; and
Performs additional duties/functions in support of TRiO Programs and the Center for Academic and Student Success.

Knowledge, Skills and Abilities

The candidate must possess:
- Excellent oral and written communication skills;
- Efficient organizational and time management skills;
- The ability to foster positive interactions with administrators, faculty, staff, students, parents, alumni, and the general public in the execution of daily activities;
- Knowledge of best practices in TRiO Programs and budgeting;
- Discretion, sound judgment, organizational ability, initiative and solid decision-making skills;
- Maintain confidentiality of information; and
- Proficiency in information technology including MS Office, Banner, Blumen and ARGOS.
- Attention to detail, good planning skills and ability to work with a team required; and
- Federal regulations require preference be given to candidates with backgrounds similar to program participants.

Minimum Hiring Standards

<table>
<thead>
<tr>
<th>Education</th>
<th>Bachelor’s degree is preferred.</th>
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<tbody>
<tr>
<td>Years of Experience Required</td>
<td>Must have at least 2 years of administrative/office experience.</td>
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<tr>
<td>Years of Management/Supervisor Experience</td>
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