# CLARK ATLANTA UNIVERSITY
## Job Description

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Office Manager</th>
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<tbody>
<tr>
<td>Department:</td>
<td>Dual Degree Engineering Program</td>
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<tr>
<td>Reports To:</td>
<td>Director, Dual Degree Engineering Program</td>
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The following statements are intended to describe the general nature and level of work to be performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All duties listed are essential functions for the position. It is understood that other related duties may be assigned.

**General Function (Description):**

The Office Manager works directly with the Director of the Dual Degree Engineering Program to provide a variety of advanced level administrative support for the Program. The office manager will be the primary point of contact between institutional partners, faculty, students, industry partners, internal and external clients and vendors. The Office Manager will also perform clerical and front office duties such as greeting visitors, coordinating logistics for events, managing budgets, arranging travel, maintaining informational databases. The Program Manager will develop all digital/technological platforms related to high performance delivery of the Program’s messaging, maintain student records, generate correspondence with industry and other partner institutions, maintain records, prepare and maintain budget reports, purchase orders, coordinate all curriculum forms, maintain/track faculty records, including curriculum checklist, graduation applications, minor checklist forms and assist in the development of advisement schedule. The Office Manager will be expected to perform other institutional tasks as assigned by the Director of the Program from time-to-time, such as, liaising with other Atlanta University Center institutions and partner institutions.

**Examples of Duties and Responsibilities:**

The Office Manager performs the following duties:

- Provides administrative and front office support for the Dual Degree Engineering Program. Facilitating the transfer of the duties to an online or hybrid academic platform if needed.
- Type letters, memos and other documents and correspondence. Proofreads typed documents for accuracy and completeness.
- Coordinate payment of invoices.
- Answers telephone calls and emails to provide general information.
- Maintains department or office records and filing system and purchase forms.
- Assists department members with special projects.
- Coordinates the maintenance and repair of office equipment.
- Assist with investigations and resolution of complaints concerning office operations.
- Maintain Directors filing system
- Assist with logistics of special events and meetings planning.
- Supervises work-study student.
- Assist with students with advisement preparedness and forms.
- Assist students with curriculum checklist, graduation applications, minor checklist forms and assist in the development of advisement schedule graduation forms.
- Maintain budget reports, purchase orders
- Manages all academic and university calendars for the Director.
- Management of all faculty and classroom schedules and design/computer labs.
- Provide logistic support for all meetings and training workshops to include registration, room reservations, notifications, agenda and attendance preparation, minutes’ development, catering arrangements, and technical assistance;
- Coordinates travel arrangements for faculty with registration and travel arrangements for faculty, students and staff attending conferences supported by the Program.
- Arrange any digital platforms needed; including but not limited to Zoom, Teams and office 365 suite.
- Supports digital presence for Faculty, events/special programs through various social media.
platforms, direct mailings, and other promotional mediums.

- Assists with development and production of workshop training materials and manuals;
- Manages budget expenditures and generates timely, accurate reports;
- Organizes and maintains filing system for program records;
- Maintains department office supplies and arranges for facility and equipment maintenance;
- Works with the Print Shop, Bookstore, and other auxiliary areas to complete assignments;
- Maintains service contracts on office equipment.

**Knowledge, Skills and Abilities:**

Two or more years of successful administrative experience at a college, university, or similar setting; proficiency in using Microsoft Office Suite and graphics software; and strong attention to detail required. The ideal candidate will possess the above mentioned knowledge, skills, and the ability to:

- Demonstrate a high level of professionalism in working with faculty, students, and industry collaborators;
- Maintain a high standard of customer service when interacting with faculty, staff and visitors;
- Work independently as well as with a team on projects;
- Adapt to short deadlines and changing platforms and priorities;
- Learn and implement new information quickly;
- Focus on outcomes to resolve issues and recommend workable solutions; and continually support a team work environment.
- Commit to achieving excellence.
- Exceptional organizational, interpersonal and written communication, and team performance skills are required.

**Minimum Hiring Standards:**

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<tr>
<th>Education</th>
<th>- Master’s Degree in STEM preferred, Bachelor’s degree acceptable</th>
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<tr>
<td>Years of Experience</td>
<td>- Two or more years of successful administrative experience at a college, university, or similar setting.</td>
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<tr>
<td>Years of Management/Supervisor Experience</td>
<td>Negotiable</td>
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