

Clark Atlanta University

Job Description

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| Position Title: | Office Manager |
| Department: | TRiO/Educational Talent Search ATL/Upward Bound |
| Reports To: | Director of TRiO Programs |

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, and workflow/project tracking. This is a grant funded program and is a 12 month position. Future employment is contingent on receipt of funds.

Examples of Duties and Responsibilities:

- Maintains databases of Upward Bound and Talent Search students and issues periodic reports
- Input applications, attendance and contacts into the database
- Maintaining staff and target school directories
- Maintains office computers, phones, copier and other machinery
- Supervise work study students as well as student and adult volunteers
- Coordinate the administrative function and work closely with the Budget Manager and assist when needed
- Act in the absence of the Associate Director or Program Managers while they are at target schools
- Plan and make arrangements for staff and participant travel (transportation, lodging, meals, admissions and tickets)
- Coordinate program activities with on and off campus agencies and departments
- Chaperone participants on college tours, as well as educational and cultural activities
- Assist with activities on Saturdays for both programs
- Prepare newsletters, flyers and draft correspondence
- Maintains project, office and website activity calendar

- Organize and maintain office records in accordance with U.S. Department of Education standards
- Serve as the program office receptionist
- Assist UB faculty with copying, printing etc.
- Intercept and initiate calls to and from parents, school personnel, community organizations and businesses and CAU staff
- Provide the Associate Directors and professional staff with additional support as needed
- Send mailings, text messages and voice recordings to participants and parents
- Checks mail, pick-up packages, and disseminate accordingly
- Serve as the contact person for facilities, OITC and other administrative support offices
- Take notes of ETS and Upward Bound staff meetings; prepare and distribute minutes.

Knowledge, Skills and Abilities

The candidate must:
 Possess excellent organizational and accounting skills, including attention to detail and must also be skilled in using various software packages such as Excel, Publisher and Microsoft Word. Have excellent interpersonal, oral and written communication skills.
 Have the ability to work independently as well as with a team, make proactive decisions, exercise sensitivity in working with disadvantaged students, adapt to working flexible hours, and a desire to make a difference. Qualified candidate with a background similar to that of our program participants is preferred.

Minimum Hiring Standards

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| Education | Bachelor’s degree is required. |
| Years of Experience Required | Must have at least 2 years of administrative/office experience. |
| Years of Management/Supervisor Experience | |