

Classification Specification: Office Manager

Classification Number: 16821
Effective Date: 04/14/2014

Pay Grade: 25
Current Exemption Status: Non-Exempt

Position Summary

Provides overall administrative support to a department or group. Relieves supervisor of non-routine administrative tasks, including office accounting, communications, contracts, purchasing, scheduling and overseeing student employees. May maintain department website content.

Essential/Primary Duties

- Serves as receptionist. Greets and directs visitors, students, and faculty. Answers department phone, responds to inquiries and/or redirects calls appropriately.
- Prepares and/or transmits written correspondence and other materials through e-mail, fax or hard copy. Oversees incoming and outgoing mail.
- Maintains office equipment and troubleshoots issues.
- Registers students, updates department schedules and generates rosters.
- Prepares offers and contracts.
- Interviews, hires, trains and evaluates student assistants. Requests alarm codes and keys. Initiates all student employment forms. Approves student time.
- Downloads and reconciles budget reports and transfers. Reconciles department credit card transactions. Prepares work orders and check requests. Prepares travel reimbursement and maintains budgets. Orders office supplies and books.
- Maintains department website content.

Experience and Education

Experience

- One year related experience required

Education

- High school diploma or GED required

Physical Requirements

Office or other indoor work: with minimal physical demands such as occasionally lifting/moving materials less than 25 pounds.

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Working Conditions

Work is generally performed in a well lit, temperature-controlled indoor environment with occasional exposure to the outdoors and/or any number of elements.

Essential Competencies

- Ability to carry out verbal and/or written instructions
- Ability to effectively communicate, verbally and written
- Detailed-oriented and highly accurate
- Ability to work in changing environment
- Ability to work effectively in a team environment
- Ability to interact effectively with students, faculty and/or staff or the public and represent BGSU appropriately
- Ability to coordinate or lead others in accomplishing work activities
- Knowledge of computer skills, such as MS Office, presentations, spreadsheets and/or database entry/query
- Ability to query, run reports and modify data in financial systems
- Ability to access and maintain document imaging systems, including scanning and filing documents
- Ability to accurately receive and disburse cash whether currency, credit cards, checks or other payment forms
- Ability to operate computers and peripheral equipment such as printers
- Ability to draft office correspondence

Supervisory Responsibility

Full-Time

None

Part-Time

None

Providing Direction

Full-Time

None

Part-Time

None

Responsibility for Student Workers

Provide work direction and may select, hire, schedule and provide formal feedback.