

# POSITION DESCRIPTION

**JOB TITLE:** OFFICE MANAGER

**DEPARTMENT:** NEVADA INSTRUCTIONAL SITE

**SALARY RANGE:** \$17.61

**FLSA:** NON-EXEMPT

**IMMEDIATE SUPERVISOR:** DIRECTOR OF NEVADA INSTRUCTIONAL SITE

**SCHEDULE DETAILS:** TO BE COMPLETED WHEN RECRUITING

**DATE OF LATEST REVIEW/REVISIONS:** MAY 5, 2025

## **What we are looking for:**

At Crowder College, our mission is to build a civil, serving, literate, learning community of responsible citizens. We are committed to providing a high-quality education that prepares students for lifelong learning and meaningful careers. Our core values of excellence, integrity, inclusiveness, and community guide everything we do. As we continue to expand our reach and impact, we are seeking passionate and dedicated individuals who share our commitment to student success and embody our values. We are looking for team players who are innovative, student-centered, and eager to contribute to a dynamic learning environment. If you are driven by the desire to make a meaningful difference in the lives of students and the community, we invite you to join us at Crowder College.

## **Position Summary**

Provide all primary clerical and administrative support for the Nevada Instructional Site, ensuring smooth and efficient office administration and serving as the main point of contact for the Instructional Site Director.

## **Essential Job Duties**

Some of the duties listed below would be day to day management of the Counselor and will vary depending on the need(s) of the college. Priorities Include:

- Coordinate the day to day operation of the Nevada Instructional Site offices and maintain the Director's schedule.
- Encourage, support, and assist all students, faculty and staff members.
- Type or key in a variety of documents, composing correspondence as directed and proofread work for accuracy.
- Organize and maintain the office filing system; filing correspondence and other documents as required utilizing computerized database and spreadsheet programs in addition to manual systems.
- Answer telephone and greet visitors, responding to questions, ascertaining nature of requests and directing accordingly, taking accurate messages as necessary.
- Coordinate front desk coverage with work-study and other personnel and submit time sheets for all staff. Submit all paperwork for new student hires for work-study and tutoring to all necessary offices.
- Act as the purchasing agent for the Instructional Site; determining the most cost efficient way to purchase office, instructional, and maintenance supplies, as well as vending machine needs and purchases by other departments on behalf of the Instructional Site.
- Assist in organizing and coordinating special events such as open houses, arranging for rooms, room setups, meals and refreshments as necessary.
- Schedule classrooms, community building use, and fleet use. Make other related arrangements as necessary.
- Report all computer and technology issues to the Information Technology department as needed and assist students and staff with technology issues.
- Process all paperwork necessary for student enrollment and payment, and make student ID's.
- Reconcile budget monthly and supervise daily bank deposits of funds received at the Instructional Site.
- Process all pay requests electronically and reconcile statements monthly.

- Monitor opening and closing classrooms and buildings when security personnel are not available. Check for items that need maintenance attention.
- Make appointments for staff members including the advisors, SSC, and director.
- Keep current and in stock all forms, program information, fliers and other paperwork needed to provide services for students.
- Assist with duties of the Student Services Coordinator and other advising and student service staff and perform work for them as needed, including data entry.
- Assist with testing services including but not limited to Accuplacer testing, online testing, make-up exams and assignments, "special needs" testing, and non-Crowder testing services.
- Check vans prior to scheduled trips and request custodial staff fill gas tanks when necessary.
- Perform other related tasks as required.

### • **Knowledge, Skills & Abilities**

- Well developed spelling, grammar, and proofreading skills.
- Ability to key routine documents at a level normally acquired through one year of touch typing course work or on-the-job training.
- Knowledge of general office procedures and office filing systems.
- Ability to perform multiple tasks and remain calm during frequent interruptions.
- Ability to establish and maintain professional conduct and positive working relationships with students, employees and community contacts.
- Ability to handle confidential material judiciously.
- Ability to establish and maintain positive working relationships with employees, students, other professionals, and the public.
- Information Technology abilities required:
  - Ability to operate a computer using a Windows environment.
  - Ability to operate a computer within the Crowder College network environment.
  - Ability to utilize all relevant computer programs and systems.
  - Ability to utilize email.
  - Ability to utilize basic Microsoft Office.
  - Maintain Crowder College-Nevada Facebook and Instagram pages
- Language/Communication Skills:
  - Ability to communicate effectively with a variety of people, including staff, students, other professionals, and the general public, in both written and oral mediums.
  - Ability to interact with a broad range of people both on and off campus in a positive manner.

### **Education and Experience**

- High School diploma or equivalent
- Two years full-time related work experience

### **Positions Supervised**

- Work-study students and tutors as needed

### **Working Environment**

- Indoors in a normal office environment with minimal exposure to temperature changes, noise, dust or chemicals.
- Adjustment of hours involving evening and/or weekend work may be required from time to time.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Access information using computers.
- A neat appearance and appropriate businesslike apparel are required.

- Generally sedentary work involving sitting most of the time but will involve mobility within the office and the various sites.
- May require lifting up to 30 pounds occasionally (boxes of books, supplies, etc.)
- Ability to concentrate on assigned tasks and pay close attention to detail.
- May sit at a workstation for up to three (3) hours at a time.
- While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms; stoop, kneel, or crouch; and talk or hear. Specific vision abilities required by this job include close vision.

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