

**TITLE:** Business & Education Division Office Manager

**DEPARTMENT/DIVISION:** Business & Education

**REPORTS TO:** Business & Education Division Chair & Vice President for Academic Affairs

**CLASSIFICATION:** Classified Staff (Full-time)

### **POSITION SUMMARY**

Under the direct supervision of a Division Chair, the Division Office Manager will be responsible for ensuring professionally organized and managed division offices. The Office Manager will be responsible for managing the College Switchboard and Mail Room, greeting students and visitors, maintaining, and organizing the daily operations of the offices, and completing and managing necessary administrative tasks within prescribed time frames. During specified periods when the Division Chair is off campus such as summer break and breaks between semesters, the Office Manager will report directly to the VPAA. The Office Manager will assist the Division Chairs and the VPAA with additional responsibilities as assigned.

### **SEMINOLE STATE COLLEGE MISSION AND VALUES**

- All employees will represent Seminole State College in the most positive manner with prospective, former, and current students, clients, suppliers, and the community we serve. Interacts effectively with a diverse group of faculty, staff, students, and other customers of our services, learns and uses operating practice of Seminole State College.
- All employees will uphold the Mission Statement: Seminole State College empowers people for academic success, personal development, and lifelong learning.
- All employees will perform job duties utilizing SSC's core values: Compassion, Opportunity, Respect, and Excellence.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES**

- Handle confidential information with tact and discretion.
- Learn and adhere to Seminole State College policies and procedures. Submit required forms and reports (i.e. leave, travel, etc.) in accordance with divisional and college standards.
- Communicate effectively. Answer the College Switchboard phone and email with proper etiquette. Answer questions, take messages, and route information or questions to appropriate personnel.
- Responsible for opening and closing the mailroom. Duties included but not limited to receiving mail incoming and outgoing mail, meter all outgoing mail and sorting through incoming interoffice mail for distribution to appropriate area on campus. Responsible for preparing bulk mail.
- Prior to and during first two weeks of each semester, check enrollment numbers on all classes offered by the division and communicate enrollment status to Division Chairs, paying special attention to those with low enrollment.
- Follow procedures outlined in the Academic Affairs Handbook.
- Follow Academic Affairs Adjunct Hiring Procedure. Prepare PARs as needed for faculty members and ensure that they are signed, submit to Division Chairs for approval, make copies to maintain on file, and deliver originals to Academic Affairs prior to the beginning of each semester.
- Complete and submit Course Addition Cancellation Change Forms to Academic Affairs as directed by Division Chairs.
- Collect electronic versions of course syllabi from all division faculty no later than the first week of each semester. Submit syllabi for the division to Academic Affairs no later than the second week of each semester.

- Enter purchase requests into the computer system in accordance with SSC purchasing procedures. Once approved, process orders and follow-up on the paperwork and notification on the item arrival. File and track all purchase orders and reconcile with the appropriate budget.
- Prepare and post faculty office schedules. Maintain a record of the door schedules for the division and submit electronic copies to Academic Affairs no later than the second week of each semester.
- Prepare and post classroom usage signs prior to the beginning of each semester for classrooms used by the division or as assigned. Keep classroom usage signs updated throughout each semester.
- Assist Division Chairs in maintaining division budget(s) and accurate financial records, keeping Chairs person updated regarding budget status.
- Maintain and coordinate the use of keys for the division and keep the division office secure.
- Supervise student workers. Monitor hours/timecard for accuracy and budget and Affordable Care Act constraints. Assist Division Chairs in hiring of student workers.
- Maintain up-to-date divisional contact list (cell phone, address, email etc.) for all personnel within the division and revise and distribute each semester.
- Maintain and keep all personnel files current and accurate.
- Contribute to the production of class schedules and college catalogs as directed by Division Chair.
- Perform other duties as assigned by supervisor.

#### **OTHER DUTIES AND RESPONSIBILITIES**

- Proctor exams in the division as assigned.
- File Division paperwork and maintain and organize other office and student files as needed.
- Attend division meetings, take minutes, maintain file of minutes, and disseminate to appropriate personnel.
- Maintain office supplies and divisional printers and replenish as needed.
- Greet all division visitors, assist students with specific questions as needed, and schedule appointments with the Division Chair as appropriate.
- Complete and disseminate copy work as directed by Division Chair.
- Notify students when classes are cancelled for the entire semester as directed.
- Post signs regarding cancelled classes as requested by Division Chair.
- Correspond with and assist (train) full-time and adjunct faculty about important procedures, use of technology, upcoming events, and other division matters including travel claims, leave forms, and other required paperwork.
- Help coordinate and administer special events such as the Interscholastic Meet.
- Facilitate special events for division or other campus entities as assigned.

#### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

- High School diploma required with college course credit and three years clerical/secretarial experience preferred
- Computer competence in Microsoft Word, Microsoft Excel, e-mail, and internet
- Effective organizational skills and the ability to multi-task
- Effective interpersonal skills
- Professional oral and written communication skills
- Proof-reading and preparing error free final copies; Copying, routing, and filing of materials

- Motivated and self-directed requiring minimal supervision; Observe deadlines in a timely manner
- Ability to answer the phone in a professional manner, pick up and transport material (copies, mail etc.) across campus

Applications will be accepted until the position is filled. Salary is commensurate with education and experience. Benefits provided by the college include Oklahoma Teachers' Retirement, group health and dental insurance, long-term disability, and life insurance equivalent to two times the annual contract salary. A tax-sheltered annuity wherein the college contributes 3.5% of any employee's annual salary is available after one year of employment. Employment is subject to successful completion of a background check. *The filling of this position is contingent on the budget.*

To apply, please attach a letter of application, resume, copies of all academic transcripts, and names and current phone numbers of three professional references.

**Seminole State College**  
**ATTN: Human Resources**  
**P.O. Box 351**  
**Seminole, OK 74818**

**or**

**Email all documents to: [HR@sscok.edu](mailto:HR@sscok.edu)**

*SSC in an EEO employer committed to multicultural diversity.  
SSC participates in E-verify.*

**Posted August 29, 2022**