

OFFICE MANAGER, SCHOOL OF PROFESSIONAL STUDIES (PART-TIME)

Department: School of Professional Studies

Reports To: Dean of the School of Professional Studies

Position Summary: Provides support for the daily operation of the School of Professional Studies (SPS). The Office Manager also provides direct administrative support for the Dean of the School. Organizes systems, coordinates communication, maintains files and documents, and assists with events for the School of Professional Studies. Interfaces with staff, faculty, students, and student assistants in successful operations of the program. Also serves as receptionist for SPS and responds to visitors, students, and callers with information concerning events and location; assists other staff and faculty in successful operation of the School of Professional Studies.

Essential Responsibilities:

- Assist in the management of the daily operations of the office of the School of Professional Studies including ordering supplies and maintaining/organizing office space
- Record minutes and distribute agendas for SPS meetings and committees
- Maintain and update SPS undergraduate course schedule; communicate schedule changes and updates to SPS team, bookstore, provost's office, and records department
- Responsible for onboarding and orientation of SPS adjunct faculty, including introduction to SPS policies and procedures and completion of all HR paperwork
- Collect, maintain, and submit textbook and course supplement orders for all SPS courses; work with NPU bookstore manager to ensure timely, accurate, and complete book orders
- Collect, maintain, and distribute syllabi for SPS undergraduate courses
- Maintain and update all adjunct faculty files
- Maintain Sohlberg Hall lower level copy machine
- Oversee production and maintenance of student files including data filing; enter student data in *Colleague* data system
- Provide and maintain student and faculty communication systems including announcements, newsletters, website updates, and surveys
- Draft and copyedit documents and reports as directed
- Coordinate School of Professional Studies events, including meetings, orientations, honors celebrations, and commencement
- Provide support to faculty and staff including: roster distribution, communication with students, obtaining instructional media, scheduling/administering/proctoring tests
- Maintain and post SPS faculty & staff schedule of office hours
- Maintain and post SPS course information schedule
- Assist the Admissions Office in handling inquiries from prospective students
- Provide support to students including: responding to questions, providing direction, providing materials, and directing students to appropriate campus functions.
- Supervise student worker(s) assigned to School of Professional Studies
- Work 20-25 hours per week (part-time) during regular business hours
- Availability to work evenings (to 6:00pm), as needed; schedule may at times vary, depending on office needs and coverage

Essential Qualifications:

- High School diploma or equivalent. Bachelor's degree strongly preferred
- 3 years of reliable office experience
- Self-starter with a high degree of ownership

- Strong organizational skills/detailed oriented
- Excellent communication and customer service skills
- Strong interest in working in a student centered office and team environment
- Must be able to work well under pressure and handle a variety of projects simultaneously
- Ability to relate well to a variety of personality types
- Possess a high level of professionalism and maturity due to the confidential and sensitive office material and information
- Ability to work independently, take initiative and understand and follow complex directions
- Computer literacy in Microsoft Office and databases needed, Datatel a plus
- Personal commitment to North Park's mission of diversity and Christian higher education
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Desirable Qualifications:

- Experience with desktop publishing and/or web design
- Familiarity with Constant Contact, SurveyMonkey, and other web-based communication tools
- Event planning experience

NOTE: Nothing in this job description restricts the supervisor's right to assign or reassign duties and responsibilities to this job at any time.