OFFICE MANAGER,
SCHOOL OF EDUCATION

Organizational Relationships:
The Education Office Manager reports to the Dean of the School of Education and works closely with the faculty of the SOE, the Coordinator of Clinical Experiences, the Marketing/Admissions Coordinator, and the Program Advisors. The Office Manager also supervises one work study student annually.

Position Summary:
As the first contact of students and visitors, the Office Manager needs to have interpersonal and clerical skills appropriate for assisting teacher candidates as well as dispersing information about the program. This position organizes and manages secretarial support for the faculty members in the School of Education. The Office Manager must be discreet in maintaining confidentiality regarding all student and faculty interactions.

The Office Manager needs to have technological skills to prepare documents, letters, tests, and spreadsheets for SOE faculty and staff, to prepare information (charts, reports, student information, etc.) for SOE meetings, to generate brochures and checklists for undergraduate and graduate programs, and maintain up-to-date databases. The Office Manager also schedules education events, answers incoming calls, maintains communication with education students (through phone, correspondence, and e-mail), maintains and oversees student files, and supports all education faculty.

Job Responsibilities
1. Support Dean and School of Education faculty and staff.
   o Provide primary administrative support for the Dean of the School of Education and secondary support for 12 full-time faculty and staff and approximately 38-40 adjunct faculty.
   o Provide computer support for the Dean and faculty members.
   o Create (word process) documents (brochures, charts, letters, tests, agendas, meeting minutes, newsletter, checklists, etc.) for many functions of the School of Education using multi-faceted current computer programs.
o Send out calendar appointments for all SOE and University important dates using MS Outlook to all SOE faculty and staff.

2. Keep confidential student files up to date.
   o Following proper procedure, create and maintain all student confidential files in coordination with SOE Advisors, MAT Coordinator, MAEL Coordinator, and Licensure Officer.
   o File all relevant student materials in their respective confidential files.

3. Maintain databases.
   o Maintain contact information with over 100 cooperating schools and teachers.
   o Request and maintain all contact information for all full-time faculty and staff as well as adjunct faculty.
   o Process and record Voucher and CPDU’s for student hosting our teaching candidates.

4. Facilitate financial issues.
   o Create academic yearly and summer adjunct faculty contracts, as well as all full-time faculty overload and summer contracts.
   o Process all mileage, expense and conference request reports.

   o Request, track and post all syllabi from all full-time and adjunct faculty for each course from the SOE course listings during Fall Quads A and B, Spring Quads A and B, and the 3 summer terms.
   o Have primary responsibility for the course syllabi, all SOE faculty/staff meeting agendas and minutes, all committee meeting minutes, all handbooks, all program reports, and resumes.
   o Request and retain copies of transcripts, resumes, and teaching certificates for all adjunct faculty.

6. Support university and School of Education accreditation requirements.
   o Compile necessary enrollment and benchmark data for program assessment reports used for state accreditation.

7. Support student clinical experiences.
   o Prepare all student teaching requests in coordination with the Coordinator of Field Experiences.
   o Semi-annually create and mail out all Teacher Aiding, Mini-Teaching and Student Teaching cooperating teacher packets in coordination with the Coordinator of Field Experiences.

8. Plan special events.
   o Plan, schedule, and organize all special events, including two candidate graduation dinner celebrations for 75-100 students, faculty and staff. support student requests, inquiries, and needs.
   o Correspond with and answer questions for education students in person, by phone, or e-mail.

9. Coordinate and implement all aspects of efficient office functioning.
   o Maintain an efficient, functional, and neat office.
   o Support completion of student evaluations in all classes four times per year.
   o Reserve and maintain office, AV, and technological equipment.
o Create a friendly office atmosphere which is responsive to faculty requests and student needs.
o Greet people (students, faculty, and staff) in a pleasant manner and offers help or service as needed.
o Track and order all SOE materials and supply for sole use by the SOE.
o Photocopy materials or send them to the covenant print shop for the Education faculty and staff.

Qualifications:
- Effective interpersonal skills.
- Strong written and spoken communication skills.
- Efficient organizational skills.
- High school diploma. College diploma preferred.
- Skills in collaboration, organization, and communication.
- An ability to communicate effectively (oral and written) with students, administrators, faculty, staff members, and outside constituencies.
- An orientation to detail and precision.
- Computer skills including Microsoft Office programs.
- Possess a clear understanding and personal commitment to North Park University’s mission of Christian higher education.
- This is a full-time job (8:00 a.m. - 4:30 p.m., 12 months of the year).

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