

POSITION DESCRIPTION

TITLE: Office Manager, Career Development Center – (Exempt)

Collective Bargaining - Ineligible - Confidential

Definition - The Board approved definition of a confidential employee is an employee who has access to confidential or discretionary information regarding legal advice or the development or formulation of policy or procedures pertaining to labor relations or budget formulation and implementation; OR, whose functional responsibilities or knowledge concerning employee relations makes the employee's membership in an employee organization incompatible with the employee's duties; OR, who performs the functions of an executive secretary/administrative assistant/office administrator to the president, vice president, or dean [CEO and/or Officer] of St. Mary's College as defined by the Board of Trustees of St. Mary's College of Maryland.

This is a confidential position. The incumbent is accountable for supporting the mission, goals, and objectives of the College and is expected to administer the policies and procedures defined in the Employee Handbook as approved by the President and the Board of Trustees.

JOB SUMMARY:

The Office Manager manages budget, purchasing, reconciliation and documentation of expenses. Additionally, the Office Manager will coordinate with Associate Director of Career Education and adjunct instructors to coordinate course schedules and manage all aspects of onboarding and payroll for all contingent staff. This position reports to the Director of Career Development.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Responsible for following the policies and procedures as defined in the Memorandum of Understanding (MOU) and/or the employee handbook.
- Manages advertisements, new hire paperwork, and payroll for all career development adjunct instructors, student interns in the Professional Fellowship Program, and student employees supporting career development CORE classes.
- Coordinates with Associate Director of Career Education to successfully onboard new career development adjunct instructors.
- Keeps records for multiple budgets including completion of the PCAL, reconciliation, and electronic filing for operation and foundation accounts.
- Provides training to all constituents funded by the Career Development Center and Professional Fellowship budgets on development work schedules and tracking/submission of hours.
- Coordinates course schedules and training sessions for career development adjunct instructors.

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- Manages on and off campus employment and internship opportunities in HireSMCM.
- Manages all purchasing for career development center and professional development CORE courses.
- Answers questions from students, parents, faculty, staff, and community members regarding CDC programs and services and the SMCM credit internship program.

MINIMUM QUALIFICATIONS:

- Education: Bachelor's Degree required.
- Experience: Five to eight years' experience in an administrative roll with increasing responsibility.
- Proven ability to effectively communicate with a diverse group of people.
- Any combination of acceptable education and experience that has provided the necessary knowledge and skills to fulfill the requirements of this position may be considered.