



Office Manager - Crosby Scholars Program

Position Information

The Office Manager collaborates closely with the CEO/President and senior leadership to assist and oversee the daily administrative operations, including reception duties, daily office workflow, maintaining office equipment and supplies, handle and/or prepare correspondence (phone, email and mail), and create a pleasant work environment. Additionally, work with management to facilitate communication and coordination between Crosby Scholars staff and members of the Board of Directors and Committees. **Reports to the CEO/President.**

Position Type and Hours – Full-time on-site position, 37.5 hours per week

Salary Range – Commensurate with experience and qualifications

Duties and Responsibilities –

- Oversee daily office workflow
- Ensure telephones answered in a timely manner and ensure coverage
- Maintaining office equipment and ordering of program and office supplies
- Prepare letters, reports or presentations as directed
- Handle all correspondence (telephone, email and mail)
- Schedule meetings, appointments and travel arrangements
- Greeting visitors and assist as needed
- Plan office events and activities as needed
- Provide the CEO/President with board support and communications
- Prepare Board agendas, reports and prepare minutes
- Assist other leadership members with Committee support
- Other tasks as assigned.

Qualifications –

- 4-year degree preferred, or a combination of education and experience
- Three years' experience in an office and/or administrative setting
- Experience with Microsoft Office Suite; comfortable with emerging technologies
- Bi-lingual preferred
- Ability to work cross-functionally with other team members

Skill and Abilities –

- Ability to work with a highly diverse staff, faculty, and student body
- Ability to maintain absolute confidentiality and perform with a high level of integrity
- Excellent customer service skills
- Ability to maintain a high level of accuracy and attention to detail
- Excellent oral and written English communication skills
- Excellent organizational and time management skills