

Job Title: Academic Affairs Office Manager

Department: Office of Academic Affairs

Reports to: Director of Academic Operations

Job Type: Full-Time, non-exempt (40 hours per week)

Salary Range: \$18.00/hour (\$37,440 annually)

Position Overview

The Office Manager is an integral role that ensures the efficient operational needs of the Office of Academic Affairs. This position provides administrative support to the Chief Academic Officer (CAO), Director of Academic Operations, Academic Activities Coordinator, and faculty, managing office logistics and overseeing adjunct faculty employment, contract generation, and communication processes.

Key Responsibilities

Office Administration

- Serve as the primary point of contact for the Office of Academic Affairs, fielding inquiries from faculty, staff, students, and external stakeholders.
- Manage daily office operations, including ordering supplies, sorting mail, scheduling meetings, and maintaining office budgets.
- Assist with calendar management for the CAO, coordinating meetings, and reserving rooms as needed.
- Maintain office records and documents, including faculty contact lists and data spreadsheets, and the Academic Affairs Intranet site.
- Assist in planning and logistics for academic events such as Convocation, Commencement, Faculty Retreat, New Faculty Orientation, and others as scheduled.
- Support the Director of Academic Operations with administrative tasks, such as drafting correspondence, preparing reports, and maintaining records.
- Support the Director of Academic Operations with the Promotion & Tenure and Faculty Review processes.
- Coordinate the Faculty-Student Lunch Pass Program; Manage the Faculty Flower and Gift Fund; Assist with the Faculty Awards process.

Adjunct Faculty Coordination

- Onboard new adjunct faculty, including background checks, payroll onboarding packets, and network account requests.
- Maintain communication with Human Resources, Registration, Information Technology, the CAO, School Deans, and Academic Departments as necessary.

- Generate approximately 1,100 adjunct and overload faculty contracts annually, ensuring timely and accurate distribution.
- Serve as the primary point of contact for adjunct faculty regarding contract details, payroll inquiries, and institutional updates.
- Maintain accurate personnel files (electronic and hard copies) for adjunct faculty and ensure compliance with institutional policies.

Communication and Correspondence

- Manage the Academic Affairs email inbox, responding to inquiries or directing them to appropriate parties.
- Process Field Trip requests and Athletic Dismissals.
- Draft, format, and proofread correspondence on behalf of the CAO and other academic leaders.
- Prepare and distribute meeting minutes for committees such as the Commencement Planning Committee and Academic Support Staff meetings.

Financial and Budget Support

- Monitor office budgets, prepare monthly budget reports, and reconcile office credit card statements.
- Process check requests, cash advances, deposits, and journal entries for office personnel.
- Assist in processing payments and maintaining financial records for adjunct faculty and other expenses.

The approved rate of pay for this position is \$18.00./hr

Qualifications

Required:

- Bachelor's degree or equivalent work experience in an administrative support role, preferably in higher education.
- 2+ years of experience in office management or administrative support.
- Strong organizational and multitasking abilities with excellent attention to detail.
- Experience managing confidential information with discretion.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and Google Suite applications.
- Strong written and verbal communication skills with the ability to maintain professional correspondence.

Preferred:

- Familiarity with higher education administrative procedures and academic event planning.
- Knowledge of budget tracking, financial reconciliation, and office procurement processes.

Working Conditions

- Dynamic office environment with frequent interruptions and changing priorities.
- This position requires significant computer use.
- Occasional evening or weekend hours for academic events or special projects.
- Primarily office-based with occasional event-related activities across campus.