

## POSITION DESCRIPTION

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**TITLE: Office Manager, Center for Career and Professional Development (CCPD) – (Exempt)**

**Collective Bargaining - Eligible**

**Based on the duties and responsibilities as described in this position description, it has been determined that the incumbent is eligible to participate in collective bargaining.**

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**JOB SUMMARY:**

The Office Manager manages budget, purchasing, reconciliation and documentation of expenses and coordinates administrative support services to facilitate the smooth execution of all office activities. Additionally, the Office Manager will coordinate and manage all aspects of onboarding and payroll for all contingent staff and interns. This position reports to the Executive Director of the CCPD.

**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 LEAD classes.
- Coordinates with the Director of Professional Pathways 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.
- Manages on and off campus employment and internship opportunities in current hiring platform (Handshake).
- Manages all purchasing for career development center and professional development LEAD courses.
- Answers questions from students, parents, faculty, staff, and community members regarding CCPD programs and services and the SMCM credit internship program.
- Provides operational support for all CCPD operations, events, and programs.
- Represents the CCPD during campus-wide events including recruitment, new student orientation, professional development, open houses, and alumni events.

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**MINIMUM QUALIFICATIONS:**

- Education: Bachelor's Degree required.
- Experience: Five to eight years' experience in an administrative role with increasing responsibility.
- Proven ability to effectively communicate with a diverse group of people.
- Must possess a valid driver's license.
- Ability to work occasional evenings and weekends.
- Ability to lift approximately twenty-five (25) pounds.
- 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.