



ANDERSON UNIVERSITY

Office of Work Life Engagement

POSITION ANNOUNCEMENT

Position: Office Manager
Department: Admissions
Reports to: Director of Admissions

Responsibilities: The office manager will provide clerical and administrative support to the Director in a fast-paced office. Duties include but are not limited to: receptionist, correspondence preparation, office supplies and materials maintenance, event planning, training on office procedures, supervise student employees, identifying and coordinating office maintenance issues, golf cart usage, maintenance and repairs, and work alongside office leadership to execute team meetings, training and events. Attend and assist with on-campus events. Other duties as assigned.

Qualifications: We are seeking a candidate with a positive attitude, strong work ethic, high level of energy and strong leadership skills. The successful candidate will be able to demonstrate proficient use of Microsoft Office; have excellent oral and written communication skills; and must demonstrate meticulous attention to detail and strong organizational skills. The candidate needs to be able to meet deadlines, set priorities and successfully manage multiple projects at once. Ability to effectively communicate with people of diverse backgrounds. Ability to manage confidential data accurately and efficiently. Experience in CRM preferred. Candidates must have a minimum of 1-2 years of comparable work experience. A minimum of 2 years of experience in higher education preferred. Must meet university lifestyle expectations.

This is a 100% FTE position. Eligible for full university benefits.

Position Available: Immediately

Qualified and interested candidates should submit a letter of interest, resume and employment application <http://www.anderson.edu/uploads/hr/staff-application.pdf> to staffjobs@anderson.edu. Persons with an application on file or current university employees should send an email to staffjobs@anderson.edu to express interest in this position. Current employees are also expected to notify their supervisor of their interest in this position.

Anderson University is a private Christian university in central Indiana, located near [Money's #1 Best Places to Live in 2017](#) and [Town & Country Magazine's #1 Best Place to Live](#). Anderson University continues to be recognized as one of America's top colleges by U.S. News and World Report, and The Princeton Review. Established in 1917 by the Church of God (Anderson, Ind.), Anderson University offers more than 50 undergraduate majors and graduate programs in business and theology. The University's location in the central part of the state allows easy access to state parks, several boating lakes, and beautiful farmland. The close proximity to Indianapolis, the state's capital, offers a full range of cultural and entertainment amenities.

AU is an equal opportunity employer. Persons who bring diversity are encouraged to apply. Anderson University complies with federal and state requirements for non-discrimination in employment with regard to sex, age, race, color, disability, and national and ethnic origin.