



**OAKWOOD UNIVERSITY**  
*EMPLOYEE SERVICES/HUMAN RESOURCES*

**NOTICE OF AVAILABLE POSITION**

**POSITION:** Office Manager  
**DEPARTMENT:** Career Connections/Student Employment  
**STATUS:** Regular Full-time (38 hrs.)

**QUALIFICATIONS:**

*Must have a strongly expressed commitment to Jesus Christ and the teachings of the SDA Church as evidenced by regular SDA Church membership.*

- Bachelor's degree required,
- Office management experience required.
- Ability to work well with diverse group of individuals
- Possess organizational and human relation skills.
- Must pass the clerical exam with 70% accuracy on Microsoft Office and typing speed of 45 words per minute with 70% accuracy.

**BRIEF DESCRIPTION OF DUTIES:**

- Oversee general office operations.
- Assist with E-Verifying and updating I9 for students.
- Process time cards through Jenzabar.
- Triage students seeking employment.
- Handle onboarding process for student employees.
- Develop and manage department forms.
- Serve as liaison between hiring managers and students.
- Supervise three to four student employees.
- Other duties as assigned.



**SALARY:** Commensurate with education and experience

**POSTING DATE:** **January 2022**

**CLOSING DATE:** **Until filled**

**HOW TO APPLY:** **Interested persons must submit employment documents electronically:**

- Download the application **in Google Chrome**
- Open application **in Adobe Reader**
- Save and send as attachment with required supporting documents listed below
- You will receive an auto reply confirmation once Employee Services has received your documents

**REQUIRED DOCUMENTS:**

Completed application  
Resume  
Copy of degree/transcripts

Email: [Hroffice@oakwood.edu](mailto:Hroffice@oakwood.edu)

Oakwood University participates in 

**\*\*OAKWOOD UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER\*\***

**RESET**

◆ **God First** ◆