



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

**NOTICE OF AVAILABLE POSITION**

**POSITION:** Office Manager

**DEPARTMENT:** Carter/Wade Hall

**STATUS:** Regular Full-time (38 weekly hours)

**QUALIFICATIONS:**

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

- Minimum of Bachelors degree.
- At least one year of clerical or office management experience preferred.
- Certification in Office Management or related field preferred.
- Excellent skills in communication, customer service and organization.
- Experience working with WORD, Excel, Power Point, MS Outlook and MS Office.
- Must be able to pass the clerical exam with 70% accuracy on Microsoft Office and typing speed of at least 40 wpm with 70% accuracy

**BRIEF DESCRIPTION OF DUTIES:**

- Train (or assist in training) student staff.
- Process students' leaves, report staff and employee time.
- Process requisition/charges/repairs/via electronic and hard copy.
- Stay current on departmental budget procedures and updates.
- Coordinate with housekeeping staff in reporting areas of concern.
- Assist in executing clerical functions and report as needed.
- Maintain office and students files, including correspondences.
- Approves sick reports in the absence of the resident hall dean.
- Other duties as assigned.



**SALARY:** Commensurate with education and experience

**POSTING DATE:** December 2022

**CLOSING DATE:** Opened 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 Employment Application  
Vita/Resume  
Copy of Degree/transcript

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

Oakwood University participates in 

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

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