



OAKWOOD UNIVERSITY
EMPLOYEE SERVICES/HUMAN RESOURCES

NOTICE OF AVAILABLE POSITION

POSITION: Office Manager

DEPARTMENT: Communications

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.

- College/University degree.
- At least three years of previous office experience. College/University experience preferred.
- Strong Christian values.
- Ability to maintain a pleasant, supportive climate.
- Ability to work effectively with a team.
- Sensitivity to cultural and gender diversity. Strong interpersonal skills. Willingness to be flexible.
- Knowledge of computer-based Microsoft applications (Excel, Word, Powerpoint).
- Must be able to pass the clerical exam with 70% accuracy on Microsoft Office and typing speed of 40 wpm with 70% accuracy.

BRIEF DESCRIPTION OF DUTIES:

- Works in challenging environment, while handling multiple tasks and projects simultaneously.
- Practices excellent organization and communication skills.
- Assembles, coordinates, and disseminates information to faculty, staff, and students.
- Hires, coordinates, supervises and submits time sheets for student workers.
- Monitors and submits time sheets and leave statements for faculty and staff.
- Coordinates and maintains departmental and financial and academic records.
- Generates and oversees requisitioning, billing, inventory account, and work orders.
- Serves as liaison with department publics.
- Performs other related duties as assigned.



SALARY: Commensurate with education and experience

POSTING DATE: May 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

Oakwood University participates in 

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

RESET

◆ **God First** ◆