



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

**NOTICE OF AVAILABLE POSITION**

**POSITION:** Office Manager

**DEPARTMENT:** English and Foreign Language

**STATUS:** Regular Full-time

**QUALIFICATIONS:**

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

- Associate degree or higher
- At least two years of office experience.
- At least two years of college/university experience.
- Knowledge and use of budget management.
- Must have good interpersonal skills, be detail oriented and organized.
- Excellent verbal and written communications skills.
- Successfully pass the Computerized Clerical Exam with typing speed of 40 wpm with 70% accuracy and 70% accuracy on Microsoft WORD 13.
- Microsoft Office and Adobe certifications useful.

**BRIEF DESCRIPTION OF DUTIES:**

- Coordinate and oversee all office operations and activities.
- Assist Department Chair with department management.
- Hire, coordinate, supervise student workers.
- Monitor and submit time sheets for student workers.
- Generate purchase orders and check requisitions.
- Coordinate smooth and efficient office procedures.
- Coordinate Moral Hall Auditorium events (as needed).
- Coordinate department co-curricular events (as needed).
- Other related duties as assigned.



**SALARY:** Commensurate with education and experience

**POSTING DATE:** July 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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