

**BURMAN UNIVERSITY**  
**JOB DESCRIPTION**

<b>JOB TITLE</b>	Office Manager & Visit Coordinator
<b>DEPARTMENT</b>	Marketing and Enrolment
<b>CATEGORY</b>	<input checked="" type="checkbox"/> Hourly 18 hours per week (possible full time in the future)
<b>CLASSIFICATION</b>	Individual Contributor II
<b>REPORTS TO</b>	VP Marketing and Enrolment
<b>LAST REVISED DATE</b>	September 3, 2020

**POSITION SUMMARY**

The office manager is responsible for being the central hub of the Marketing and Enrolment office. With a wide range of tasks undertaken in the department, the office manager has a hand in all of them: recruitment and communications.

**ESSENTIAL JOB FUNCTIONS**

- Welcoming visitors, answering questions, providing occasional advice or guidance
- (Supervise completion of) filling incoming information requests (via phone, mail, email, in person)
- (Supervise completion of) front desk responsibilities, including sorting mail, answering phone, checking voicemails, etc.
- Process invoices, CIs, expense reports, etc.
- Forward advertising invoices to VPMES for approval
- File away financial records (copies of expense reports, MasterCard reports, invoices, CIs, etc.)
- Deposit income from merchandise sales
- Process student worker time cards
- Coordination of all on-campus visitation events that are through MES (Northern Classic, U Experience)
- Work with VPMES to order promotional items and clothing (balance budget, obtain prices from vendors)
- Book transportation for Camp Meeting
- Assist with packing/unpacking for each Camp Meeting
- Work with Student Services to plan and organize MES activities with new students
- Maintain office supplies inventory
- Purchase general office supplies (kleenex, hand soap, etc.)
- Maintain promotional material inventory
- Manage office equipment maintenance as needed (printer, etc.)
- Liaise with campus mail room on postage procedures and policies
- Assist with design of forms/materials, as needed
- (Supervise completion of) promotional folders for pastors, teachers, guidance counselors, etc.
- Supervise lending out of promotional/display materials, and audio equipment
- Coordinate individual campus visits with prospective students

- Assist with on campus event planning (Welcome Back Bash, Year End Celebration, etc.)
- Off-campus group booking liaison & tasks associated with that
- Building manager tasks & duties
- Serve on various committees as needed (per VP) (eg CLC, Calendar, etc.)
- Coverage of Campus Covid Check-in (as needed)
- Other miscellaneous tasks as needed

## **JOB STANDARDS AND REQUIREMENTS**

### **EDUCATION/TRAINING**

- Four-year post-secondary degree

### **EXPERIENCE**

- Minimum of two years related experience

### **SKILLS & RESPONSIBILITIES**

- Personable with excellent customer service skills including outstanding telephone etiquette. Interaction is typically with a wide variety of people, including faculty, staff, students, the public or others outside the University
- Communications are generally straightforward and of limited difficulty.
- High proficiency in computers: Proficient with Microsoft Office and e-mail, ability to navigate Adobe InDesign is an asset.
- Work in a team environment and be a self-starter when working independently
- Detailed, organized and creative
- Self-reliant and take responsibility
- Build relationships quickly, maintaining confidentiality and inspiring trust
- Proficiency in Microsoft Office and willingness to learn other programs as necessary
- Strong organizational and time management skills, including ability to multi-task and prioritize workload
- Good working knowledge of legal requirements and reporting regulations relating to employment and human rights
- Sound judgment, discretion, flexibility and integrity, errors in judgment may have limited impact to public relations.
- A strong sense of self and the ability to make decisions in a variety of situations
- Some limited problem solving, selecting best course of action from prescribed solutions.

### **PERSONAL**

- Work involves a moderate degree of alertness and concentration to complete job tasks
- Ability to exert light physical effort (up to 5 kg.)
- Flexibility to occasionally work evenings and weekends as necessary
- Value people and relationships
- A member of the Seventh-day Adventist Church in regular standing
- Familiar with and passionate about Adventist post-secondary education