JOB OPPORTUNITY.

We want you!

We are currently accepting applications for a part-time **Office Manager Assistant** in the Department of Residential Life – part of the University of Vermont’s Division of Student Affairs.

**POSITION DESCRIPTION**

In this part-time, permanent 10-month position, you will: work closely with a full-time office manager to deliver exceptional customer service to residents, visitors, and campus colleagues; help hire, train, and supervise 15+ student staff at the U-Heights North main desk; assist with room changes, billing, work orders, etc.; and provide support to our Residence Education and Learning Community teams. You will also learn more about — and help us truly live out — our strong commitment to diversity, social justice, and fostering a collaborative multicultural environment. Your work schedule is 10 am-3 pm Monday-Friday from August 1-May 31 (with June and July off), with some extra hours required when we open and close the halls (August, December, May).

The University of Vermont is an Equal Opportunity/Affirmative Action Employer. Women, veterans and people from diverse racial, ethnic, and cultural backgrounds are encouraged to apply.

**APPLICANT QUALIFICATIONS**

High School diploma and one to three years of supervisory and office support or equivalent experience; general knowledge of personal computers, Microsoft Office, and Internet applications are required. Keyboarding speed of 35-50 wpm and knowledge of University of Vermont policies and procedures are helpful. A demonstrated commitment to diversity, social justice, and fostering a collaborative multicultural environment is highly valued.

**APPLY AT UVMJOBS.COM (POSTING NO. S2130PO)**

uvm.edu/reslife