University of Vermont: Residential Life Office Manager

The Office Manager (OM) is responsible for providing exceptional customer service to residents and visitors of Christie, Wright, Patterson, Slade, Coolidge, Redstone, and University Heights North residence halls. Reporting to an Assistant Director for Administrative Services, the OM’s role is to keep desk operations running smoothly in the areas of keys, mail, information resources, equipment loans, and more.

Details:

- Full Time, permanent 10-month job with full UVM benefits package all year long
- Starting salary: the high $20s (for 10-month position—June and July off)
- Usual work hours: Monday-Friday 8 am-4:30 pm with lunch hour 12-1
- Some overtime required when we open and close the halls

Specific Responsibilities:

- Hire, train, and supervise one office manager assistant and 30+ student desk staff.
- Administrative work includes processing room changes, billing, work orders, scheduling student conduct cases, and providing support to members of Residence Education and Learning Community teams.

Qualifications

Associate’s degree & 1-3 years’ experience in customer service required; experience in office management and student supervision desired. General knowledge of personal computers and word processing, spreadsheets and Internet applications required.

Preference will be given to candidates who have a demonstrated commitment to diversity, social justice, and fostering a collaborative multicultural environment.

The University of Vermont is home to 10,513 undergraduates, 1,517 graduate students, 459 medical students and 1,515 full- and part-time staff and faculty. Located in Burlington, Vermont (perennially voted one of America’s most exciting small cities), UVM’s setting in a valley on the shores of Lake Champlain, between the Adirondack and the Green mountain ranges, inspires visitors and residents.

Apply online: uvmjobs.com (Posting No. S1940PO)

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