POSITION: Residential Life Office Manager

REPORTS TO: Assistant Dean of Students

CLASSIFICATION: Non-Exempt

PURPOSE OF THE POSITION: Responsible for all aspects of day to day operations of the Residential Life Office (RLO).

RESPONSIBILITIES AND PERFORMANCE STANDARD:

Duties include, but are not limited to:

- Maintains a log of all calls received in the RLO and distributes phone messages.
- Maintains the files of all forms involved in the efficient operation of the residential hall.
- Maintain student files and organizes the RLO.
- Maintains the vehicles key system.
- Manages the vehicle reservation system and communicates with employees regarding vehicle needs.
- Maintains all records including student check-ins/check-outs and visitor’s permission logs via the Reach student life management system.
- Maintain student transportation schedule for appointments, doctors, sports, etc.
- Performs other duties as assigned.

POSITION QUALIFICATIONS:

- High school diploma or equivalent.
- Experience in a clerical or related field preferred.
- Demonstrated ability in verbal and written communication.
- Working knowledge of the Microsoft Office and Google suites.
- Strong interpersonal skills to communicate and relate to students, parents, and school officials in a positive and professional manner.
- Organization and time management skills.