Title: Office Manager
Department: CFO/Office of Investments  Reports to title: Chief Investment Officer
Full Time: x  Part Time:  Date Prepared: November 8, 2019
Job Group & Level: PT-1  Regular Daily Work Schedule: 8:30 am to 5:30 pm
Pay Type: Weekly  Monthly  Months Per Year: Hours Per Week: 12 40
(Summer Months)  Months Per Year: 12  Hours Per Week:

1. Summary of Position:
Under the guidance of the Chief Investment Officer, the Office Manager provides a broad range of administrative and logistical support to the Office of Investments, ensuring the smooth and efficient operation of the office. The position requires discretion and sensitivity to issues of confidentiality, attention to detail, independence, problem solving, organizational, interpersonal and communication skills, as well as the ability to multi-task and function efficiently in a fast-paced environment.

2. Principal Duties and Responsibilities:
50% Office Administration
Oversee and coordinate the general office operation and procedures, ensuring organizational effectiveness, efficiency and safety. Develop intra-office communication protocols and streamline administrative procedures. Manage relationships with vendors, service providers and others, ensuring that the needs of the office are managed and expenses paid on time. Serve as the first point of contact for the office and coordinate special events. Participate and support projects related to constituency management and outreach, team building, and other ad hoc projects that may take place in a fast-paced team setting. Conduct research as needed.

45% Clerical Duties
Manage a range of clerical duties: welcome visitors, coordinate meetings and provide team support; manage and create correspondence and assist in the preparation and dissemination of a wide range of materials for distribution to the Investment Committee (including managing content and support of online file sharing platforms). Manage phone calls from a variety of constituents, including prospective managers and the prospective manager inbox and materials received for diligence purposes, and provide acknowledgment of receipt to all inbound inquiries. Maintain a master team calendar and schedule for the Investment Committee, investment manager, and internal meetings. Coordinate travel arrangements and reservations for the team, manage invoices and subscriptions and update information on the Investments website as needed.

5% Other duties as assigned.
Takes appropriate actions to support a diverse workforce and participates in the College’s efforts to create a respectful, inclusive, and welcoming work environment.
3. **Internal-External Interaction/Communication:**
   The incumbent will interface with members of the campus community, Trustees, alumni, investment managers and other service providers working with the Office of Investments.

4. **Education:** (include certifications and licenses)
   - **Required:** Associate’s degree in related field, as well as specialized training.
   - **Preferred:** Bachelor’s degree

5. **Experience:** (List specific skills necessary to perform this job)
   - **Required:** Minimum of 5 years related experience. Demonstrated proficiency with Microsoft Word, Excel, Powerpoint, and other office software.
   - **Preferred:** 7 or more years of related experience and willingness to learn other tools, such as Workday, Box and BoardEffect.

6. **Environmental and Physical Demands:** (Please describe the work environment and unusual physical demands, i.e. lifting requirements.)
   Working conditions with a low probability of health and safety problems. Limited lifting, pushing, pulling, and/or carrying objects up to 25 pounds. Requires constant/repetitive motions - keyboard, mouse, opening mail, and telephone.

7. **Decision Making:**
   Determines how to carry out job responsibilities, has independence with respect to problem solving and the efficient management of the office, makes decisions following established guidelines, procedures and policies; decisions and actions are regularly reviewed by supervisor.

8. **Supervision Exercised/Received:**
   - Supervisory Responsibility: Yes _________  No __x____
   - Number of Employees Supervised: _______