



Area V
Assistant to the Office Manager

Short Job Description:

- ❖ Support the Office Manager in his/her duties.
- ❖ Coordinate and manage the following schedules for the program: activities calendar, classroom, building use, computer lab, and optional seminars.
- ❖ Manage copy requests from faculty/staff and produce copies.
- ❖ Maintain regular office hours with responsibilities as assigned.
- ❖ Occasionally, monitor students in the computer lab.
- ❖ Report to required Area V and AGS meetings.
- ❖ Assist Area V staff with other duties as assigned.
- ❖ Requires strong organizational skills.
- ❖ Basic computer and word processing skills are preferred.