



Area V Office Manager

Short Job Description:

- ❖ Manage the Area V staff under the supervision and guidance of the Area V coordinator.
- ❖ Assist with the initial setup of the AGS office.
- ❖ Responsible for the daily operation of the AGS office.
- ❖ Represent AGS in a professional manner as an important contact for parents, students, faculty/staff, Hendrix faculty/staff, and vendors.
- ❖ Respond to various questions from parents, students, and faculty/staff.
- ❖ Create, edit, and/or retrieve important documents for faculty/staff.
- ❖ Occasionally, work long hours to complete projects or respond to issues.
- ❖ Work with databases in Microsoft Access to locate and produce various information.
- ❖ Process classroom reservations.
- ❖ Help manage faculty/staff room assignments and access.
- ❖ Works closely with the Area V coordinator, AGS Director, and other faculty to coordinate tasks, discuss issues, report progress, and make decisions.
- ❖ Maintain regular office hours with responsibilities as assigned.
- ❖ Report to required Area V and AGS meetings.
- ❖ Assist Area V coordinator with other duties as assigned.
- ❖ Requires excellent communication and customer service skills via direct contact, telephone, email, and voicemail messages.
- ❖ Requires strong organizational skills.
- ❖ Requires strong computer skills particularly in the areas of word processing and database use.
- ❖ Requires management or leadership experience to effectively lead the office staff.
- ❖ Prior Area V experience is highly preferred.