



OFFICE MANAGER JOB DESCRIPTION

The primary responsibility of the Office Manager is to run the day-to-day operations of the GPSA Office. They will provide assistance for the GPSA Leadership Team and Executive Board (E-Board). The Office Manager will be a member of the GPSA in good standing and will report to the President and Chief of Staff.

RESPONSIBILITIES

- Maintain office services by organizing office operations and procedures; controlling correspondence; designing filing systems; reviewing and approving supply requisitions; assigning and monitoring clerical functions
- Provide historical reference by defining procedures for retention, protection, retrieval, transfer, and disposal of records.
- Maintain office efficiency by planning and implementing office systems, layouts, and equipment procurement.
- Design and implements office policies by establishing standards and procedures; measuring results against standards; making necessary adjustments.
- Complete operational requirements by scheduling and assigning employees; following up on work results.
- Keep the President and Chief of Staff informed by reviewing and analyzing special reports; summarizing information; identifying trends.
- Maintain office staff by recruiting, selecting, orienting, and training volunteers.
- Maintain professional and technical knowledge by attending educational workshops; reviewing university related publications; establishing personal networks; and participating in professional student societies.
- Contribute to team effort by accomplishing related results as needed.
- Manage the President's calendar and office hour schedules for the E-Board
- Attend meetings and information sessions as requested by the President and Chief of Staff
- Provide frequent office updates to the President and Chief of Staff
- Maintain scheduled office hours in the GPSA Office (minimum of 20 hours per week)

DUTIES/POWER

- Assemble and manage a team of student volunteers to ensure all day coverage in the office
- Conduct themselves in a manner that promotes public confidence in the integrity and inclusion of the GPSA Office
- Work closely with the UNM offices for general student government related business
- Maintain scheduled office hours in the GPSA Office (FTE regulated differently based on student status and semester)
- Possess working knowledge of the Constitution and Bylaws in the effective execution of their position
- Meet with the President and Chief of Staff as invited



GRADUATE *and* PROFESSIONAL STUDENT ASSOCIATION

TERM

- Term of office is from the date of appointment until noon on the last day of the academic year. The term may otherwise end when a letter of resignation is submitted to the President or if the President wishes to terminate the offer of employment

SALARY & BENEFITS

- The Office Manager position is a Project Assistantship (PA) at the GPSA. The typical benefits package for this position includes an hourly wage, six (6) credit hours of tuition remission and student health insurance. The position is contracted each semester and is paid according to the guidelines required by the Office of Graduate Studies. Salary is determined annually through the GPSA budget or appropriation.

APPLICATION

If you are interested in applying for this position, please send an application cover letter and resume/CV to gpsa@unm.edu by 11:59 p.m. Sunday, May 12, 2019 with the subject line: 'Office Manager Application'.

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