

Office Manager

*Minimum Requirements: Bachelor's degree; supervision and office experience

The office manager's primary responsibility is to assist the site director in all aspects of the day-to-day operation of the site's main office, including bookkeeping. The office manager is the central figure in providing the friendly, organized, and professional office environment that is necessary for everyone else to do their jobs successfully. The office manager supervises one or more residential program assistants (RPAs) who provide logistical support to the office manager and run errands on and off campus. Additionally, this position is customer service oriented, as office managers are often the first point of contact for staff, students, parents, and the host institution. At residential sites, the office manager must work the initial weekend, the intersession weekend, and the closing weekend. Each session there are two other weekends, and the office manager may take one of those weekends off at the discretion of the site director.

Sample Daily Schedule

Here's what a day in the life of an Office Manager looks like. Exact schedules will vary from site to site.

Morning

- Open the office and make sure the assigned residential program assistant (RPA) is covering
- Attend breakfast
- Staff the front desk, checking phone and email messages and answering phones throughout your shift
- Organize supply runs and check in with the RPAs
- Upload receipts and manage bookkeeping
- Attend the daily administrative team meeting

Afternoon

- Have lunch and take an afternoon break
- Assign projects to the RPAs

Evening

- Eat dinner
- Staff the front desk, checking phone and email messages and answering phones throughout your shift
- Continue to work on receipts and any other paperwork
- Close the office 30 minutes after lights out

Weekends

- The office is open throughout the weekend, so a typical weekend day looks similar to a weekday. Office Managers do get one weekend off per session.