16. STATEMENT OF FUNCTION. Describe in detail the specific duties and responsibilities assigned this position. Attach additional sheets, if necessary, to properly describe the position.

16A. Essential Functions of the Job

This position serves under the working title of Office Manager and reports to the Director of Student Activities. The responsibilities include but are not limited to: coordination of schedules for all office staff, greeting visitors to the office, sorting mail, running errands, working on office projects, answering phones and directing calls and assisting with general office responsibilities.

- **60% General Responsibilities**
  - Perform responsible clerical functions for the Director and other office staff such as preparing correspondence and other necessary forms, answering phone calls, greeting the public, mail distribution, typing, filing, photocopying, and providing general information and referral assistance upon request.
  - Responsible for routing of entertainment and performance contracts for all areas in student activities including (student government, student activities, fraternity/sororities, and clubs and organizations)
  - Maintain general organization and maintenance of office area.
  - Schedule the calendars of all staff members, including making appointments, scheduling meetings and reserving meeting rooms as needed.
  - Assist the office staff in scheduling events, reserving rooms, and distributing promotional information throughout the university (via paper and electronic means such as list serves, e-mails, etc.) to increase the visibility of the office and student organizations.
  - Assist the Associate Director in monitoring budgets and provide periodic updated budget reports.
  - Research artists and activities for campus performances (including the negotiations for food, securing set-up, hiring security, typing requisitions, and other documents, receiving and picking up of deliveries throughout the city and surrounding areas, processing all necessary paperwork to execute the event/activity, collect receipts and invoices from vendors,
  - Maintenance of office supplies and equipment (fax machine, copier, computers, supply room, etc. including the temporary storage of equipment related to events and activities).
  - Responsible for day-to-day operation of front office (including staff, equipment, office security and related items).

- **30% Staff Supervision and Training**
  - Assist the Director in the hiring, training, assigning, and supervising of student office staff including College Work Study students and student volunteers.
  - Responsible for the creation of a master work schedule and maintenance of all up-to-date contact information (including class schedules, personal contact information, etc.) for all student staff.

- **10% Other Duties**
- Review office operation needs in terms of equipment, workflow, and materials and make recommendations to the Associate Director. Attend meetings of union/office staff. Other duties as assigned by Director and/or the Associate Director.

16B. Marginal Functions of the Job

- Assist with other union/office staff with activities/events as needed. Serve on various committees as required or requested.

16C. Program Direction and Development

None.

16D. Level of Public Contact (statement of internal and external business contact, including frequency and scope)

Frequent contact is made with College personnel, faculty, students and the general public in the routine performance of duties and in providing routine departmental services and duties.

17. POLICY MAKING INTERPRETATION: What statute establishes or defines the work performed?

In consultation with both the Director, he/she will interpret policy for students and student organizations.

18. SUPERVISOR’S POSITION: Number: 20005 Class Code: _______ Class Title: Director of Student Union and Activities

19. SUBORDINATE UNITS: (State organizational units under your direct supervision. Include class titles and position numbers of positions directly supervised.

OPS, College Work Study and other Student Workers/Volunteers as assigned

19A. Type and extent of instructions or directions normally given to the incumbent of this position by the immediate supervisor.

Daily direction from the Associate Director, position will to communicate program needs, concerns, and/or to obtain assistance in accomplishing the assigned responsibilities. Otherwise, self-directed to complete responsibilities of the office.

20. MONETARY RESPONSIBILITY: Current budget for which this position is accountable. Include statement of responsibility for funds, amount and consequence of error.

Monitor and comply with all fiscal expenditures and guidelines in accordance with university and state policies and procedures.

21. STATEMENT OF RESPONSIBILITY FOR CONFIDENTIAL DATA (The disclosure of which would be prejudicial to the successful operation of the University.)

22. KNOWLEDGE/SKILLS/ABILITIES:

Must be able to communicate professionally verbally and in writing.
Must be able to operate a computer including proficiency in Microsoft Office and Database Management.
Must be able to provide and understand verbal/visual orders from supervisor and to subordinates.
Must be able to operate basic office equipment, including but not limited to, office copier, typewriter, calculator, fax machine, and shredder.
Ability to self-supervise and demonstrate initiative. Ability to work in a fast-paced, high energy environment, as well as work flexible hours.

22A. Education/Training/Experience - In order of importance, state any specific education, training and experience and knowledge, skills and abilities required for this position. Note that these requirements must be related to the essential functions and at least equal to the minimum qualifications stated on the official class specification.

Specialized Minimum Qualifications: A high school diploma or GED is required. Seven years related experience. Appropriate college course work or vocational/technical training may substitute as an equivalent rate for the experience.
Preferred Qualifications: Associate degree preferred, plus at least one year of full-time clerical experience in higher education environment or Student Affairs.

Working Hours: a) Daily from 8 to 5  b) Total hours per week 40  
c) Explain any variations in workweek, split shifts, on-call status or rotations.

May be required to attend events related to Student Affairs evenings and/or weekends.

23. REQUIRED LICENSES/CERTIFICATIONS/OTHER SPECIFIC REQUIREMENTS OF LAW:  
Please review statements below check all that apply.  
__This position requires a background check and/or fingerprinting, Florida Statutes.  
__This position requires a childcare provider security check as required under Sections 402.305 and 402.3055, Florida Statutes.  
__This position is responsible for meeting the requirements of Section 215.422, Florida Statutes, as amended regarding the approval and/or processing of vendors’ invoices and/or distribution of warrants to vendors.

24. SIGNATURES:  
Incumbent ___________________________ Signature ___________________________ Date ___________________________

Reviewing Officer & Title ___________________________ Signature ___________________________ Date ___________________________
ATTACH ADDITIONAL SHEETS, IF NECESSARY, TO PROPERLY DESCRIBE THE POSITION.