



INSTITUTE OF AMERICAN INDIAN ARTS

JOB DESCRIPTION

TITLE: OFFICE MANAGER FOR CENTER FOR LIFELONG EDUCATION
DEPARTMENT: ACHEIN CENTER FOR LIFELONG EDUCATION (CLE)
CLASSIFICATION: EXEMPT
REPORTS TO: DIRECTOR, CLE
SUPERVISES: NONE

SUMMARY OF RESPONSIBILITIES

Reports to and works directly with the Director of the Center for Lifelong Education. Assists in monitoring and supervising all operational components, performs clerical, administrative, operational and management support tasks, maintain all CLE project budgets, provide monthly updated budget summaries or as requested and provides ongoing operational support to all CLE program staff, specialists and consultants assigned or employed by the CLE.

ESSENTIAL POSITION FUNCTIONS

- Performs essential clerical, accounting, budgeting and administrative work for the Director, Program Specialists, and Contractors in support of operations and program implementation.
- Responds to inquiries concerning the CLE, operations and activities.
- Monitors and ensures proper processing of CLE financial related documents and programmatic reports in compliance with contract requirements and in coordination with the finance department and with IAIA procedures.
- May assist or conduct surveys related to CLE planning and operational processes.
- Provides assistance to all CLE staff & specialists as required to insure effective implementation of services and tribal outreach.
- Monitors all staff and contractor budgets and implementation plans to insure proper accountability, payments and scheduling.
- Attend and represent the CLE at all scheduled IAIA financial meetings.
- Assists to prepare program related materials/information/flyers and disseminates appropriately.

REQUIRED EXPERIENCE AND EDUCATION

AA or negotiable consideration of equivalent experience in office operations and management. Knowledgeable and proficient with Windows, Microsoft Word, Microsoft Excel, PowerPoint, computer graphics, spreadsheets, standard office machines and general administrative duties.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of office and operational practices and procedures.
- Competency in using standard office equipment and computers.
- Ability to prioritize work and effectively manage multiple tasks.
- Communicate effectively and appropriately both verbally and in writing.
- Interacts and works effectively with faculty, administration, students, staff, and the general public.
- Adheres to appropriate standards of conduct and ethics and participates in pro-active problem solving.
- Assist in planning and arranging meetings, logistics and conferences.
- Flexibility to meet quickly changing demands and needs.

WORKING CONDITIONS

Occasional travel for meetings, conferences, and other events using personal vehicle or company vehicle.

This job description does not list all the duties of this position. Supervisors or managers may assign other instructions and duties. The job evaluation will include assessment of your performance as described herein.

Management has the right to revise this job description at any time. The job description is not a contract for employment.

EMPLOYEE _____ DATE _____

SUPERVISOR _____ DATE _____

IAIA PRESIDENT _____ DATE _____

HR MANAGER _____ DATE _____

REVISED 4/07