

Adult Programs Office Manager – Evening Hours

CATEC

Full-Time, 12 months

Non-Exempt, Pay Grade 13

Benefits-Eligible

10 hours per day (11:00 a.m. – 9:30 p.m. M-Th, Fridays off) with option for day schedule during class breaks (June/July).

CATEC is actively recruiting an evening Office Manager to join our team. Responsible for the day-to-day operations of the CATEC Adult Education programs, providing coordination and supervision of evening programs.

Providing excellent customer service and organization are the most critical aspects of this job. Being the Office Manager necessitates being well-versed in office management, database software and Microsoft Suite. The candidate will also need to be tech-savvy with strong written and verbal communication skills as well as exemplary customer service traits, and the ability to multi-task. We strongly encourage collaboration, taking initiative, and being pro-active.

The Expectations

Essential functions and responsibilities of **Office Manager** include, but are not limited to the following:

- Maintains an active working relationship with apprenticeship representatives of the Virginia Department of Labor and Industry (DLI) to recruit and train apprentices.
- Prepares appropriate permanent records, progress reports, and attendance reports as required by the DLI and CATEC.
- Prepares invoices, handles tuition payments, reconciles account receipts, prepares and reconciles monthly financial report.
- Prepares and maintains purchase requisitions for office and program supplies and materials and makes all required program purchases.
- Handles student enrollment, budget tracking and tracks purchasing needs to include textbooks, instructional supplies, program equipment, and needed consumables.
- Works with outside agencies to renew/certify programs for grants, and veteran benefits.
- Assists in all aspects of program compliance and program renewal reviews, i.e., Nurse Aide, Medication Aide, and Apprenticeship programs.
- Maintains programmatic and administrative systems to ensure accurate and timely data reporting in all areas.
- Recruits and recommends instructors who are qualified to teach the appropriate related instruction that is consistent with job experience.
- Provides career services to adults and apprentices where appropriate regarding their program of study.
- Coordinates recruitment efforts with local employers for adult programs and apprenticeship representatives.
- Certifies completion of related instruction of all apprentices who satisfactorily complete their program of study as required by DLI.
- Develops course syllabi, course catalog, student enrollment packets, course materials, etc. for adult and apprenticeship classes.
- Manages Adult Programs social media accounts, keeping active and posting programs, scholarship, highlights, and enrollment information daily.
- Calculates payment plan fees for each course tuition eligibility for students; generate promissory note agreement form; maintains records including promissory notes and installment payments.
- Administers and proctors ASE Certification Exams.
- Provides assistance with instructor timekeeping.
- Makes recommendations to the Program Coordinator.
- Performs related tasks as required.

THE QUALIFICATIONS

EDUCATION AND EXPERIENCE

Associate degree or equivalent certifications and experience in business, marketing, or education with postsecondary coursework or training and at least four years of extensive, increasingly responsible experience in office management. Prefer some familiarity with marketing and social media used for program recruitment.

PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS

Work is typically performed in an office setting primarily sitting at office equipment and files. Frequent walking, standing, light lifting, up to 40 pounds, and other limited physical activities are required. Usually there is a need to motivate, establish rapport, gain support, persuade, or influence individuals or groups. Contacts often require tact and discretion. Contacts with state and federal agencies are required occasionally. Contact with employers, faculties, students, parents, and the general public are required. Hours will be 11:00AM – 9:30PM **Monday – Thursday** during class sessions. Class sessions are August – mid December and January – mid May. The schedule can be a day schedule (7:30AM – 6:00PM) during class semester breaks, holiday periods, or when classes are not in session.

THE SALARY RANGE

The hiring range for this position is \$19.37 – \$25.50 per hour. Starting offer is based on applicable education beyond minimum requirements, experience, and internal equity. The starting rate takes into consideration the working hours of the position. The position also provides excellent benefits including 12 paid holidays, paid vacation and sick leave, health insurance options with employer contribution, employer-paid life insurance, VRS retirement, and continuing education/training opportunities. This is a full-time time, FLSA non-exempt position. *Internal candidates will receive pay adjustments in accordance with Local Government Personnel Policy, §P-60.*

DEADLINE FOR APPLICATIONS: Position open until filled with application review and interviews beginning Monday, March 14, 2022, 5:00 p.m. EST.

Job Description

Primary Location

CATEC

Salary Range

\$19.37 - \$25.50 / Per Hour, depending on education, experience, and internal equity

Shift Type

Full-Time – 40 hours per week