The Position: The Office Manager is an employee of the Associated Students of Sonoma State University (AS), the university student government and a student run auxiliary corporation. The AS is a $1.9 million auxiliary corporation that is charged with providing student voice and a variety of co-curricular elements, including service learning activities, campus programming, early-childhood education and student support services. Under the general direction of the AS Executive Director, the Office Manager works with students and staff in a variety of functional areas including, the Student Activities Information Desk, the Children’s School program, clubs and organizations and provides general support for the Student Activities Office. The Office Manager will work with the Children’s School management to coordinate billing, payments, attendance and other financial data as it pertains to the Children’s School. The Office Manager will also support the Student Activities Desk, coordinating student hours, desk procedures, cash register use and compliance. The Office Manager will also support the Student Activities office by being responsible for office paperwork (key requests, computer access, supply ordering, work orders, etc.) and ensuring chartered student organizations have access to their funds consistent with policy and procedures. In all capacities the Office Manager will work collaboratively with the other staff to coordinate and implement a comprehensive, purposeful set of operations.

Major Duties:

Children’s School

- Generate attendance records for Community Care Licensing (CCL), CA Department of Education, Early Education and Support Division (CDE/EES), Child and Adult Food Program (CACFP).
- Calculate A/R by the 25th of the month and provide statement and receipts to parents; handle all billing questions.
- Through the Student Activities Desk, oversee all payments, collections and receipts for fees and parent payments.
- Provide a monthly review of all attendance records for students at the Children’s School, including individual sign in sheets and supporting documentation.
- Assist the Director of the Children’s School with eligibility and enrollment paperwork for Children’s School families.
- Provide a monthly report to the Director of the Children’s School and the AS Business Office on all attendance, excused and unexcused absences, billing abnormalities and variances.
- Assist the Director with payroll and personnel functions of the student staff at the Children’s School.

Associated Students/Student Activities

- Under the Director of the AS Executive Director, oversee and maintain a staff of student assistants and student leads to operate the Student Activities Desk.
- Develop and implement policy and procedures for the effective operation of the Student Activities Desk.
- Provide regular training to the Student Activities desk staff.
- Develop and implement policy and procedure for the Student Activities Cash register.
- Coordinate the regular use of AS assets from the student activities desk.
- Coordinate chartered student organization financial processes and reporting with the AS Business Office.
- Order office supplies for the Student Activities office(s).
- Coordinate work orders and repairs for the Student Activities Office.
- Coordinate the intake of all new AS Student employees, including necessary federal, state and university paperwork, entering new staff into the payroll database and regularly auditing and updating personnel files.
- Prepare and coordinate necessary paperwork for students to have access to offices, computers, etc. in the Student Activities office.
- Coordinate the inventory and schedule of assets for the AS.
- Coordinate the reservation, billing and scheduling for vans being used by AS and Chartered Student Organizations.
- Coordinate materials and reports for regular reviews and audits of the AS and the Children’s School.

Secondary Duties:

- Attend regular staff meetings of the AS staff, the Children’s School staff and the Student Activities staff.
- Occasional night and weekend requirements to support student oriented events.
- Assist the AS Executive Director in a variety of administrative tasks.
- Assist the AS Children’s School Director in variety of administrative tasks.
- Assist the AS Business Office in variety of administrative tasks.

Please refer to #AS013 in all correspondence regarding this position.
Minimum Qualifications: This position requires a fully functional knowledge of and skill in standard office procedures and practices, as well as an ability to understand and operate in a variety of organizational structures. Additionally, incumbents are expected to have a thorough knowledge of English grammar, spelling, and punctuation and be able to clearly communicate orally and in writing. Knowledge of business mathematics beyond basic arithmetic. The ability to use and quickly learn new office support technology systems and software packages is also a prerequisite. Intermediate skill level Word and Excel is essential. Have the Ability to enter data by keyboarding approximately four to six hours per day. Must have the demonstrated ability to establish and maintain effective working relationships within and outside the workgroup and serve as a liaison for the organizational unit. Demonstrate a basic knowledge of grant regulations, experience with California Department of Education regulations preferred. Demonstrate a basic knowledge of governmental/fund accounting and segregation of duties. Demonstrate the ability to interpret complex policies and procedures and communicate them effectively to staff and the public; to be perceptive and responsive to needs of all SSU students. The incumbent must be able to effectively communicate and provide outstanding customer service promptly and efficiently to students, staff, faculty, and visitors while working in a professional, fast-paced environment. Ability to learn and interpret new subject matter and leverage knowledge to assist others; ability to solve problems using sound judgment, and provide creative solutions; Outstanding customer service skills; adaptability to changing work environments; have excellent written and oral communication skills; effectively write and present own reports; to have excellent time management skills; to independently prioritize multiple projects with conflicting timelines and complete them as assigned; to establish and maintain a cooperative working relationship with administration, staff, and the community. The incumbent may occasionally be required to stand; walk from one office location to the other; reach with hands and arms; climb or balance and stoop and kneel and lift weight up to 20 pounds.

Work Environment: The AS of Sonoma State University is a student run, student led auxiliary of the university. Our mission is to serve and represent the students of the university. Duties take place mostly in an active office setting, in two separate locations: the Student Activities Center on the 2nd floor of the Student Center and the AS Children’s School at Sonoma State University. Open work environment, broad public contact, noise at times including ringing phones, students coming and going, student activity and background music, extensive keyboarding and juggling of phones, walk-in students, faculty and staff. The normal work schedule is Monday through Friday, 8:00 am to 4:30 pm. Overtime, evening and weekend hours may be required and will be specified only by the supervisor to meet operational needs. The incumbent must maintain regular and acceptable attendance at such levels as is determined by the Executive Director.

Salary and Benefits: The salary for this position will be negotiable and commensurate with experience. Starting salary placement will be commensurate with qualifications and experience. This is a full time, non-exempt position. Benefits include health, dental and vision care, and retirement system membership. This position does not constitute state employment.

Application Process: A completed SSU Employment Application form is required for each desired position by the filing deadline. Filing deadlines may be extended to meet the needs of the recruitment. A resume and cover letter are required in addition to the employment application. Please be aware that any resume submitted without a completed application will not be considered. For more information on the application process and to download an application, please visit http://www.sonoma.edu/hr/forms/es/associated-students/app.as.staff.doc. Materials submitted with your application will not be returned. Employment Services must receive applications for staff positions by 5:00 p.m. of the filing deadline, unless otherwise specified. The ADA Coordinator is available to assist individuals with disabilities in need of accommodation in the hiring process. To reflect the diversity of our population, we encourage individuals of varied backgrounds to apply.

Equal Employment Opportunity
Associated Students is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, or protected veteran status.

Sonoma State University Campus Notices
(auxiliary position on University campus)

Jeanne Clery Act - Annual Security Report: Sonoma State University's Annual Security Report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by Sonoma State University and on the public property within, or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, alcohol/drug use, crime prevention, reporting of crimes, sexual assault and other matters. You can download a copy of this report at http://www.sonoma.edu/housing/general-info/emergency-prep/fire-safety.html or receive a copy by contacting Police and Parking Services at (707) 664-4444.

Sonoma State University's Annual Campus Housing Fire Safety Report, in compliance with The Campus Fire Safety Right-to-Know Act, contains information about fire statistics, fire safety systems, and safety practices and standards for campus housing. The Report is available at http://www.sonoma.edu/housing/general info/fire_safety.html or you can contact Housing Services at (707) 664-2541 to receive printed information or additional information.