

## Part-Time Position(s)

# Office Manager

Yankton College is looking for enthusiastic, energetic, creative, dedicated self-starters to fill the position of **Office Manager** as we move forward with the mission of our college while maintaining our historically significant past. Yankton College is open to the position being filled by one individual, or by two individuals who would “job-share” the position.

**Reports to:** The Office Manager reports directly to the College Board of Trustees through its Chairperson. In addition, the Office Manager(s) shall report to the Operations Committee which serves as the interim governing body between Board meetings.

**Hours:** The Office Manager(s) will normally work a 20-30 hour week during the school year. However, the position’s summer hours and schedule will depend upon the need to provide support for bi-annual All-Class Reunions or other special events. With the pre-approval of the Board Chair, hours may exceed the normal 20-30 work week, especially leading up to and including bi-annual reunions.

**Compensation:** The Office Manager will be paid on a per hour basis, commensurate with background and experience.

### Primary Responsibilities:

1. Assists the Yankton College Board of Trustees and the Alumni Advisory Board in all activities by preparing (draft) agendas; arranging meeting details, preparing reports and providing written minutes (acting as the Secretary of the Board) of meetings;
2. Writes and emails a quarterly E-Newsletter;
3. Oversees the publishing of an annual Yankton College Bulletin;
4. Maintains ongoing communication with alumni and friends by email and bulk mailings;
5. Advertises all scholarships; assists in promoting scholarships; organizes and prepares applications for reviewers; assists in compiling scores; announces scholarship recipients and disburses scholarship funds.
6. Works individually and with third parties to preserve, care for and display Yankton College memorabilia and archival materials within the context of the Alumni and Educational Center;
7. Maintains and updates the alumni data base;
8. Assists in maintaining records of charitable contributions as well as the income and expenses of College events;
9. Handles the day-to-day business activity of the College, including assisting visitors during established visiting hours, answering calls and emails, and responding to research and other requests including transcript and credential requests;

10. Orders, sells and inventories College merchandise;
11. Solicits and manages volunteers to support College events and programs; and
12. Performs such other duties as may be assigned by the Board of Trustees or that appear on the College's Master Calendar of events.

**Requirements and Qualifications:**

1. Demonstrated success in a similar position or a relevant combination of educational background and related employment.
2. Energy and enthusiasm for the mission and legacy of the College, as well as its outreach to alumni.
3. Successful time management and prioritization skills.
4. Excellent written and verbal communication skills.
5. Effective utilization of computers, scanners and related software to produce brochures, newsletters, bulletins and website postings.
6. Ability to provide oversight or handle accurate financial recordkeeping processes.
7. Establishes and maintains a positive, visible image in the community and College.
8. Knowledge of and experience with bulk mailing procedures is a plus.