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<b>Job Title</b>	Athletics Office Manager
<b>PVN ID</b>	QC-1712-002225
<b>Category</b>	Administrative Services
<b>Location</b>	QUEENS COLLEGE
<b>Department</b>	Intercollegiate Athletics and Recreation
<b>Status</b>	Part Time
<b>Annual Salary</b>	\$30,000.00 - \$40,000.00
<b>Hour(s) a Week</b>	0.00
<b>Closing Date</b>	Feb 02, 2018 (Or Until Filled)

## General Description

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Queens College is seeking an Athletics Office Manager in the Department of Intercollegiate Athletics and Recreation.

The Office Manager is an entry level position and serves as the face of the Department of Athletics and Recreation. The candidate must have a skill set that will maintain organization and consistency in the practices of a large department; experience in handling large volumes of work, while utilizing creativity and good communication skills is a plus. This candidate must be confident with handling money, strengthening the department's computer knowledge, ensuring the office environment is well-maintained, and communicating with a diverse customer cliental. This position reports to the Associate Athletics Director/Finance and Administration.

## Other Duties

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Successful candidate will:

- Coordinate department events calendar.
- Coordinate communications on for all departmental meetings.
- Answer, screen, and direct all phone calls; following proper protocol for taking messages, forwarding to voicemail, etc.
- Oversee incoming and outgoing mail processes; distribute incoming mail; ensure that outgoing mail is picked up daily; complete all mail reports in a timely fashion.
- Communicate with Office of Conversion Technology, Telephone Services, and other campus departments to assist Athletics Staff with troubleshooting and telephone and computer repairs.
- Facilitate guest parking for department.
- Manage printer and photocopier maintenance, repairs, and supply requests.
- Manage office inventory and establish controls; place orders for supplies with Director of Purchasing and

Finance.

- Guide new employees through the initial hiring paperwork, phone, email, registration process; work with Payroll Director to ensure that all new employees complete the proper paperwork in a timely manner.
- Monitor office cleanliness and serve as liaison to custodial staff.
- Process official payments, order office supplies and process requisitions as needed.
- Assist with finance and reconciliation of Credit Cards and E-Z Pass, and petty cash. Additionally, assist with campus security payments, payment requests, and other Athletics finance projects.
- Collaborate with Financial Aid Office to select, assign and schedule work study students
- Other duties as assigned.

## Qualifications

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Candidate must have a minimum of Associates Degree with 2 years' experience in an office setting, preferably in an educational setting or athletic environment. Candidates with Bachelor's Degree in Athletic Administration, Physical Education, Business or a related field will have priority.

Application deadline: The Committee will begin to review resumes on December 10, 2017. Ideal start date for this position is January 1, 2018 or date agreed upon. Apply online and submit cover letter, resume of professional accomplishments and experience, and names with contact information of three current professional references at <http://www.rfcuny.org>. No phone calls, please.

The Queens College department of athletics offers varsity, intramural and recreational athletics opportunities to members of its campus community. The college sponsors 19 varsity sports at the NCAA Division II level, with the Knights competing predominantly in the East Coast Conference. Queens College is the only NCAA Division 2 athletics department in the City University of New York (CUNY) system and State University of New York System (SUNY). Queens College's department of athletics encourages all student-athletes to complete a meaningful academic degree program, participate fully in the college community and prepare for life after college athletics. For more information on athletics, please visit [www.queensknights.com](http://www.queensknights.com).

Located on a beautiful, 77-acre campus in Flushing, Queens College of the City University of New York enjoys a national reputation for its liberal arts and sciences and pre-professional programs. Each year Queens College has been cited by The Princeton Review as one of the nation's 100 "Best Value" colleges, thanks to its outstanding academics, generous financial aid packages, and relatively low costs. In addition, U.S. News & World Report *America's Best Colleges* (2011) ranks QC among the top 10 public universities in its category "Best Universities—Master's (North)." The college opened its first residence hall in August 2009. More info on Queens College at [www.qc.cuny.edu](http://www.qc.cuny.edu).

Queens College is an Equal Opportunity/Affirmative Action Employer with a strong institutional commitment to the achievement of excellence and diversity among its faculty and staff.