



OFFICE MANAGER

DESCRIPTION

The Office Manager provides critical administrative support to the school President, Chief Financial Officer, faculty, staff and students to ensure that day-to-day operations of the school run smoothly. The Office Manager also plays an important role in troubleshooting IT issues of an administrative or programmatic nature, and either resolving issues personally or liaising with external/outsourced partners to resolve these issues.

DETAILS

Reports to: TBD

Hours: Full time

Status: Exempt

SKILLS REQUIRED

- 3+ years of relevant office management and administrative experience, preferred
- Excellent customer service skills and communication skills, both written and verbal
- Excellent time management, planning and organizational skills
- Able to work independently & possesses excellent problem-solving skills
- Ability to provide minor IT troubleshooting support as needed
- Ability to work some evenings and weekends for events, as needed

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Administrative Support** – With the assistance of a student worker, provide day to day administrative support to staff and faculty as needed. Duties include, but are not limited to:
 - Oversee front desk & answer telephone main number, as needed
 - Sort and distribute incoming mail
 - Schedule staff meetings and take meeting minutes highlighting follow-up / action items
 - Administrator for Pan Terra Streams/other phone system for staff & faculty
 - Set up Zoom teleconference service for staff and faculty as needed
 - Manage office equipment
 - Negotiate contracts for new equipment
 - Train faculty, staff and students on use of office equipment & software
 - Troubleshoot technical and user problems with office equipment and AV equipment in Classrooms
 - Order school supplies, kitchen supplies, stationary & maintenance supplies
 - Manage and renew parking permits
 - Assist with onboarding new employees
- Finance Support** – Provide day to day finance support to the DSPT Chief Financial Officer in the following areas:
 - Accounts Payable - set up new vendors in Bill.com and obtain W9's.
 - Coding vendor invoices and scan to Bill.com
 - Update Sales & Use tax spreadsheets
 - Check scanning for all non-gift checks received by DSPT
 - Prepare manual checks when required
 - Make cash/check deposits at First Republic Bank
 - Assist CFO with procurement and IT related budgets and forecasts.

- **Facilities Management** - With the assistance of a student worker, manage facilities on a day-to-day basis to ensure the building, classrooms and common areas are functioning, clean & safe. Duties include but are not limited to:
 - Manage external contractors for cleaning, grounds maintenance, maintenance and repairs
 - Schedule all routine maintenance and inspections as needed
 - Work with third party contractor to manage fire alarm system monitoring and testing
 - Manage Facilities Use and Classroom calendar
 - Assist President with managing office assignments, purchase or moving furniture as needed.
 - Update class schedules for posting in each classroom at the start of each semester
 - Request liability insurance when DSPT uses third party location for events

- **IT Support** - Provide basic day-to-day IT support to staff and faculty as needed. Duties include but are not limited to:
 - Responsible for IT set up for all new staff and faculty working with Endsight
 - Primary DSPT point of contact with Endsight and provide approval as needed by Endsight for end user tickets
 - Manage DSPT's computer equipment inventory and order equipment through Endsight or directly as needed

- **Event Management** – Point person to manage student workers for events hosted by DSPT at the school which are not handled by Student Services. With Duties carried out with the assistance of student workers, contractors, and volunteers include but are not limited to:
 - Supervise team of student workers who prepare food for student lunches and events
 - Take the lead on logistics for all DSPT non-Student Services hosted events (e.g., scheduling of student workers)
 - Manage set-up and break-down for school events: lectures, Convocation, Commencement, etc.
 - Coordinate set-up and break-down with AV crew
 - Coordinate reception food, set-up, service, and clean-up for events at the school
 - Assist the Registrar to organize Fall and Spring Orientation and Graduation
 - Participate in the Event Management team for the President's dinner
 - Arrange catering for events hosted at the DSPT

Other Desired Qualifications:

- Active member of parish/faith community
- Familiarity with non-profit operations and culture.

The position offers a competitive salary (DOE) and will remain open until filled.

Submit resume and cover letter to info@dspt.edu Attn: Jess R. Alvarado, DSPT Hiring Committee