

# CENTRAL CHRISTIAN COLLEGE OF KANSAS

## ACADEMIC OFFICE MANAGER

**Direct Supervisor:** Chief Academic Officer  
**Status:** Full time (12 months), Non-Exempt  
**Department:** Academics  
**Job Location:** McPherson, KS

### **JOB SUMMARY**

The Academic Office Manager serves as the administrative assistant to the Chief Academic Officer and organizes all functions of the academic office (other than those responsibilities covered by the Registrar). This position is responsible for assisting the Chief Academic Officer in administrative matters relating to the overall management of the academic operations of the College. The incumbent is responsible for the efficient operation of varied and strategic administrative duties, including service as the liaison between the Chief Academic Officer and the College at large.

### **EDUCATION & EXPERIENCE**

- Bachelor's degree or higher with a record of excellent administrative support and organizational skills.
  - Preference for established record of managerial effectiveness including clerical skills, customer service management, multitasking, and time management
- Proficiency in several areas such as word processing, database management, interpersonal interaction, and office management
- Established record of administrative effectiveness including communicative proficiency, systems regulation, organizational skill, and creativity
- Strong commitment to partnering with students, faculty, staff and external constituencies

### **DUTIES**

- Order supplies, maintain records management database systems, and perform basic budget tracking work
- Answer telephones and give information to callers or visitors, take messages, or transfer calls to appropriate individuals
- Attend meetings, record minutes, and take notes
- Compose, type, and distribute meeting notes, routine correspondence, and reports
- File and retrieve college documents, records, and reports
- Conduct research, compile data, and prepare papers for consideration in conjunction with the Chief Academic Officer
- Provide oversight for departmentally sponsored events
- Communicate excused absences to faculty
- Open, read, route, and distribute incoming mail
- Operate office equipment such as fax machines, copiers, and phone systems, and use computers for spreadsheet, word processing, database management, and other applications.
- Resolve concerns regarding policies and procedures

- Provide College constituents with guidance in handling problems and in resolving escalated complaints or disputes
- Review work done by others to check for correct spelling and grammar, ensure that College policies are followed, and recommend revisions
- Set up and maintain paper and electronic filing systems for records
- Embody and model a growing spiritual walk in alignment with the Christian faith and the basic beliefs, tenants, and values of the institution

### **NOTICE OF NON-DISCRIMINATION**

Central Christian College of Kansas recognizes the benefits of maintaining a diverse faculty and staff who can provide a wide spectrum of perspectives and experiences representing the creativity of a loving and innovative God. Central Christian College of Kansas reviews all applications and hires individuals based on their qualifications for the position. The College does not discriminate on the basis of race, color, national origin, sex, age, disability, political affiliation, marital status, parental status, or military or veteran status. As a Christian college, affiliated with the Free Methodist Church of North America, Central Christian College of Kansas asserts its right to employ persons who subscribe to the intent, heritage, vision, mission, Statement of Beliefs, Core Values, and Lifestyle Expectations as articulated in the Policy and Procedures Manual of the institution.

### **AFFIRMATION**

As attested by signature below, I affirm that I have read, understand, and agree to fulfill my duties in accordance with the expectations set herein. I also recognize that this job description is not designed to outline a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time, with or without notice.

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Print Name (Employee)

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Signature

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Date