

# HOT JOBS

## Office Manager \*SUNY Sullivan\* Loch Sheldrake, NY

**Overview:** SUNY Sullivan is seeking a full time Athletics Office Manager. This is a hands on position where the essential functions include a combination of secretarial tasks, customer service and support of operations of athletics division and field house.

**Schedule:** M-F This position may entail working some Saturdays and evening hours.

**Salary:** \$43,118.85 Starting Salary- this is a civil service position.

**Duties/Skills:**

**Qualifications:**

- Associate's Degree in Secretarial Science, Business Admin, Office Management or similar.
- 3-5 yrs experience in a busy office 1 yr of supervising support staff
- At least 60 WPM
- Strong Interpersonal skills

**Duties:**

- Develop and monitor student/athlete academic reports
- Coordinate eligibility paperwork with coaches and AD, printing transcripts, schedules and transfer wavers.
- Scheduling events, meetings, and coordinating calendars for staff
- Process travel forms and requests
- Verify requests for payments
- Other duties as directed, for full job description see <https://sunysullivan.edu/suny-sullivan-careers/>

**Apply:** To apply online go to <https://sunysullivan.edu/2022/06/technical-assistant-i-office-manager-athletics-office/>