



Library Office Manager

Wofford College invites applications for a library office manager. Reporting directly to the dean of the library, the library office manager is the executive assistant to the dean. Responsibilities include providing administrative support to the dean, library office management, budget and financial accounting, and administration of library personnel records. The library office manager serves as the primary and first point of contact for people meeting with the dean of the library, and greets them with courtesy and professionalism. This position communicates with students, faculty, staff, administration and community members.

The library office manager is an exempt position located in the Sandor Teszler Library, and the normal work schedule is 8:30 a.m. to 5 p.m., Monday through Friday. Minimum work expectations are 40 hours per week (eight hours per day, five days per week).

RESPONSIBILITIES:

60% Executive Assistant (to the dean)

- Assist the dean of the library with projects.
- Generate reports, presentations, spreadsheets, meeting agendas and minutes.
- Collect and manage library assessment data.
- Compile and prepare statistical reports as instructed.
- Manage files.
- Schedule meetings and events.
- Reconcile credit card statements.
- Track library employee time and attendance and obtain required evidence for submitted/reported work and/or leave time, if and when appropriate.

30% Office Manager

- Process and reconcile AR/AP upon receipt, including petty cash and donations following all departmental and college guidelines.
- Track, review and process invoices for library expenses.
- Maintain vendor contact information; correspond with vendors to resolve issues.
- Maintain financial records to meet fiduciary duty for the college's retention policy.
- Assist with budget planning, forecasting and review of expenditures.
- Coordinate expenditure requests from library staff.
- Order office supplies, food for library events.
- Manage travel arrangements and prepare travel expense reports.
- Serve as the primary point of contact for building needs:

- Work with dean of the library to oversee all aspects of building and equipment maintenance and repair, on planning, financing and overseeing building improvement projects.
- Receive and process room reservation requests.
- Submit facility maintenance and IT tickets.
- Regularly monitor environmental data for the library building.

- Communicate problems/activities with the department.
- Serve as the official back-up opener.

10% Other Duties as Assigned

- Perform other tasks, duties, projects as required and/or as assigned by the dean of the library.
- Attend seminars, trainings or meetings as needed or assigned in keeping current with library circulation trends, needs and information.

QUALIFICATIONS:

- Bachelor's degree is required for appointment.
- Two years of bookkeeping or financial accounting experience.
- Thorough knowledge of bookkeeping, financial record keeping rules and procedures, and current budget systems; ability to create and use spreadsheets, compute percentages and create formulas.
- Accuracy and attention to detail.
- Excellent problem-solving skills.
- Excellent written and oral communication skills.
- Strong interpersonal skills and proven ability to work in a gracious, inclusive, professional and collegial capacity with diverse constituencies including co-workers, students, faculty, staff, administrators and members of the community.
- Strong customer service orientation.
- Professional discretion, good judgement.
- Experience and discernment to maintain confidential or private situations and information in confidence.
- Experience working effectively both independently and collaboratively as required.
- This role is subject to continuous interruptions, so time management skills to set priorities and to follow-through on projects while maintaining a pleasant and customer service-oriented demeanor will be valuable in being successful in this role.
- Experienced and effective use of standard office hardware (i.e. computer, multifunctioning printer) and software (Microsoft Office, Excel, Outlook).

PREFERRED QUALIFICATIONS:

- Preference will be provided for candidates with two years of direct library accounting and budgeting experience, but we will consider all qualified candidates with two years of accounting and budgeting experience.
- Prior library work experience, knowledge of library administration policies and protocols.
- Prior office management experience and project management experience.
- Prior experience with assessment.

APPLICATION:

Application materials must be submitted electronically to LibraryOM@wofford.edu with the subject line "Office Manager Position." Application materials include: (1) a letter of application explaining how you meet the qualifications for this position, (2) a current resume and (3) names and contact information for three professional references.

For assured consideration, application materials must be received no later than midnight on Oct. 24, 2021.

EEO STATEMENT:

Wofford College values diversity within our students, faculty and staff, and strives to recruit, develop and retain the most talented people. Wofford College does not discriminate in employment on the bases of race, color, creed, religion, sex, sexual orientation, transgender status, gender identity, age, national origin, disability, veteran status or any other legally protected status in accordance with applicable federal, state and/or local laws.

It is the policy of Wofford College to provide reasonable accommodations for qualified individuals with disabilities for employment. If you require any accommodations to participate in any part of the hiring process, please contact HumanResources@Wofford.edu.

TITLE IX COMPLIANCE:

Wofford College is committed to providing an educational and work environment, including programs and activities, that is free from discrimination, harassment and retaliation. In compliance with Title IX of the Education Amendments of 1972, Wofford College does not discriminate against any employee, applicant for employment, student or applicant for admission on the basis of sex.

Inquiries related to the application of Title IX at Wofford College can be made as follows:

Wofford College

Matthew Hammett
Director for Civil Rights, Title IX Compliance and Student Risk Assessment
Title IX Coordinator
429 North Church Street
Snyder House
Spartanburg, SC 29303
864-597-4048
hammettmk@wofford.edu

External Inquiry

Office for Civil Rights (OCR)
U.S. Department of Education
400 Maryland Avenue SW
Washington, D.C. 20202-1100
800-421-3481
OCR@ed.gov
<https://www.ed.gov/ocr>

DISCRIMINATION, HARASSMENT AND TITLE IX REPORTING:

Individuals who experience harassment or discrimination on the basis of their membership, or perceived membership, in a protected class are encouraged to contact Wofford's Title IX coordinator via email, phone or mail at any time or in person during normal business hours. The Title IX coordinator can assist individuals in making a report or formal complaint, connecting with campus and community resources, and accessing support with academics, housing and/or employment.

Individuals may also submit a report through the online Discrimination and Harassment Reporting Form. Reports can be submitted anonymously, but anonymous reports may limit the College's ability to address reports.

All reports will be reviewed and addressed using Wofford's Nondiscrimination and Anti-Harassment Policy and Procedures.