



## Office Manager Job Description

### General Responsibilities

- Communicate frequently and in a timely fashion with other Mentors and Directors
- Spend time at decats.org
- Meet deadlines regarding employment and program needs
- Read, review and comply with all obligations in Faculty Handbook
- Collaborate with and support other staff
- Any other duties as needed and assigned by Directors

### Pre-June Responsibilities

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#### FEBRUARY

- Attend New Faculty & Staff Orientation (1 Day)
- Complete Safe Environment Training online initial or refresher module as required
- Complete onboarding forms and processes
- Practice and review DECATS Methodology

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#### MARCH

- Attend All Faculty & Staff Training 1 (1 Day)
- Practice and review DECATS Methodology

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#### APRIL

- Attend All Faculty & Staff Training 2 (1 Day)
- Download and review lesson plans for core curriculum courses (Manners to Morals and Perspectives) to prepare to support Mentors instructing those courses
- Practice and review DECATS Methodology

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#### MAY

- Assist with contact of participating families that requested to speak with staff prior to start of program, such as those with health and special needs
- Practice and review DECATS Methodology

## June Responsibilities

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### BEFORE PROGRAM

- Attend and participate in campus preparation and site setup with Campus Directors (1 Day)
- Attend and participate in pre-program in-services (3 Days)
- In collaboration with others, set up and decorate rooms to represent instructed courses
- In collaboration with others, set up and decorate common areas of campus
- Set up office
- Sort inventory from storage
- Organize office supplies and general supplies in office and collaborate with Directors for purchase of additional office supplies as needed
- Prepare and distribute Manners to Morals and Perspectives supplies packages to all Mentors instructing those courses
- In collaboration with Campus Directors, coordinate, purchase and set up meals and hospitality for in-services
- Maintain list of total inventory of office and hospitality supplies, requesting supplementary office and hospitality supplies from Campus Directors as needed
- Set up hospitality in office
- Review with Program Director how to receive guests
- Prepare visitor packets with guidance from Program Director
- Assist Nurse with clinic area setup
- Set up Mentor mailboxes

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### DURING PROGRAM

- Attend and participate fully in duration of program (14 Days)
- Attend and participate in daily morning faculty meeting
- Take notes and produce minutes for all faculty meetings, submitting for Program Director approval and then distributing to all Mentors
- Display, memorize, teach, review, practice and refer to the five DECATS rules
- Maintain office as a clean and inviting space
- Review and maintain Mentor submission of Scholar attendance via computer system
- Maintain a safe, positive, accepting climate, exercising Safe Environment Training procedures
- Communicate AV and technology needs to the Technology Coordinator
- Actively fulfill supervisory duties as assigned
- Distribute Mentor mail
- Answer campus phone and email, distributing messages as appropriate
- Maintain daily Mentor and Graduate Assistant sign-in sheet
- Make copies and distribute as needed by Mentors
- Supervise Graduate Assistants in office area
- Greet, welcome and assist parents and visitors

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- Manage Mentors and Graduate Assistants in packing and storing of supplies and inventory at end of program
  - Facilitate inventory updates and storage of supplies
  - Maintain room clean-up list
  - Collect all keys and return to Program Director / host campus
  - Complete and submit Mentor Evaluation
  - Attend closing luncheon on final day of program