



## DECATS 2014

### Office Manager Job Description

#### Before DECATS

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- Set up DECATS office.
- Sort inventory from storage.
- Organize office supplies and general supplies in office and collaborate with the Flagship Program Director for purchase of additional office supplies as needed.
- Distribute general supply packages for each classroom and Perspectives supplies to all second period mentors.
- Take notes and produce minutes for all faculty meetings. Submit minutes to Program Director for approval, and then distribute to all faculty via mailboxes and blog.
- Purchase and set up breakfasts and lunches for in-services as directed.
- Maintain list of total inventory of office and hospitality supplies, requesting supplementary office and hospitality supplies from Flagship Program Director as needed.
- Set up hospitality in office.
- Review with Program Director how to receive guests.
- Prepare visitor packets with guidance from Communications Director.
- Set up clinic area.
- Take inventory of first aid supplies and request supplemental first aid supplies from Flagship Program Director as needed.
- Assist directors with setup for Family Orientation & Open House.
- Set up mentor mailboxes.
- Create posts and participate regularly on faculty blog.

#### During DECATS

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- Man sales table at Family Orientation & Open House.
- Maintain office as a clean and inviting space.
- Take notes and produce minutes for all faculty meetings. Submit minutes to Program Director for approval, and then distribute to all faculty via mailboxes and blog.
- Distribute mentor mail.
- Answer phone and distribute messages.
- Maintain daily mentor and GA sign in sheet.
- Make copies and distribute as needed by mentors.
- Supervise Graduate Assistants in office area.
- Assist Scholars in need of the clinic and first aid.
- Assist parents and visitors.
- Manage Graduate Assistants in packing office at end of the program.
- Facilitate mentor inventory updates and storage of supplies.
- Maintain room clean up checklist.
- Collect all keys and return to school.
- Collaborate with Flagship Program Director to organize and attend faculty luncheon.
- Any other duties as needed and assigned by directors.