



Office & Events Manager

Role Details:

Job Title:	Office & Events Manager	School/Dept:	GCNYC
Reporting to:	Vice President & Provost GCNYC		
Contract:	Full-Time		

Job Description

Main purpose of the role:

The Office & Events Manager is responsible for the efficient functioning of GCNYC through a range of administrative, financial and managerial tasks. The Office & Events Manager oversees duties in the organization to ensure that events and the office operate smoothly and effectively. This individual manages tasks including onboarding new faculty and staff and is the primary point of contact when liaising with People Services in Glasgow. The Office Manager is the head of all finance operations and organizes all expense related activities for the GCNYC staff.

The Office & Events Manager is responsible for planning, organizing, and managing both internal and external events for the college. The Office & Events Manager ensures events are successful, organized and cost-effective. Internal events include Commencement, Town Halls, Student Induction, Faculty Development Meetings, and the Virtual Speaker Series.

Accountabilities/Responsibilities of the role:

- Finance Operations
- Manage accounts payable and receivable, and invoice requests
 - Process all expenses for the GCNYC staff
 - Manage banking and credit card relationships with HSBC
- Human Resources
- Manage HR coordination related to onboarding new faculty and staff— including new hire paperwork (I-9, IT-2104, W4, Direct Deposit, Transcript, Photo and Video Release, Emergency Contact Information, CV and benefit packet details
 - Manage faculty contracts and payroll with Glasgow
 - IT Interface for new faculty and staff
 - Ensure all Staff and Faculty Members are FERPA trained. Maintain documentation
 - Manage relationships with insurance companies
- Internal & External Events
- Manage Events for Commencement, Townhalls, Induction, Speaker Series, and Zoom Workshops
 - Creation of run-of-show
 - Coordination of all Zoom logistics
 - Attendee management via Eventbrite
- Communications
- Organize and distribute the weekly Community Update via Constant Contact
 - Create a social media strategy
 - Create social media posts and place them

- Assist Recruitment & Admissions with communications to prospective students

Facilities and Estates

- Support the Director of Operations in space planning and Facilities and Estates projects as appropriate
- Coordinate all building related management
- Liaise with superintendent, Rafael Fabian

Office Coordinator

- Provide limited IT support to staff and faculty
- Provide administrative Support for Vice President & Provost
- Serve as IT Account Interface for new faculty and staff
- Purchase and maintain all office/kitchen supplies for smooth campus operations
- Manage Staff Touchbase meeting
- Welcome guests and provide hospitality
- Uphold confidentiality of all official College records, and provide reporting of said records to NYSED, MSCHE and other official academic bodies as required

Person Specification

<p style="text-align: center;"><u>Expected Criteria</u></p> <p style="text-align: center;">E- Essential or D – Desirable</p>	<p style="text-align: center;"><u>Assessment Method</u></p>
<p style="text-align: center;">Education & Professional Qualifications</p>	
<p>(E1) Bachelor’s degree from a regionally accredited College or University</p> <p>(D1) Master’s degree from a regionally accredited College or University</p>	<p>Application, interview, references</p>
<p style="text-align: center;">Skills, Knowledge & Experience</p>	<p style="text-align: center;">Assessment Method</p>
<p>(E2) Excellent oral, written and listening skills</p> <p>(E3) Strong organizational skills; demonstrated ability to work effectively as member of a team</p> <p>(E4) Strong analytical and problem-solving skills</p> <p>(E5) Ability to work in fast-paced environment while meeting objectives</p> <p>(E6) Proficiency with standard productivity software (e.g., MS Office including Word, Excel, PowerPoint, and Sharepoint)</p> <p>(E7) Proficiency in social media platforms</p> <p>(E8) Proficiency with First Aid (E)</p> <p>(E9) Demonstrated ability to develop and maintain productive and constructive working relationships with a diverse range of stakeholders across campus and in community</p> <p>(E10) Demonstrated commitment to inclusion and diversity</p> <p>(E11) Ability to act as financial liaison to accounts payable and receivable for all College affairs and estates issues</p>	<p>Application, interview, references</p>

<p>(D2) Proficiency in graphic design software</p> <p>(D3) Proficiency with Learning Management Systems</p> <p>(D4) Experience in working with a diverse population of adult students in an educational setting</p> <p>(D5) Management experience in event planning, and relationship management with external stakeholders, services and vendors</p>	
GCU/GCNYC Values & Behaviours	Assessment Method
<ul style="list-style-type: none"> Demonstrates behaviours which are consistent with the GCU/GCNYC Values (Integrity, Responsibility, Creativity & Confidence) 	Application Form & Interview