



## POSITION DESCRIPTION

### **Office Manager, Five College Learning in Retirement (LIR)**

Organizational Unit	Development and Sponsored Programs
Program/Project	Learning in Retirement (LIR)
Supervisor	Director, Development and Sponsored Programs
Hours/Week	30 (part-time)
Weeks/Year	52
Appointment Term	n/a
FTE (Calculated)	0.86
FLSA Status	Non-exempt
Date	July 1, 2022

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### **Job Summary**

As the sole paid staff member of Five College Learning in Retirement (LIR), the Office Manager (OM) is a key player in the organization, works in close collaboration with the LIR executive committee, council, and other committees. The OM works, day to day, under the supervision of the LIR President and Treasurer and reports to the Director of Development and Sponsored Programs at Five Colleges, Incorporated (FCI).

Some of the important functions that the OM must conduct are accurate record-keeping of income and expenses, administrative and logistical support for seminars and other programs, website maintenance, production of a twice-yearly catalogue, and graphic design of a monthly online newsletter. Critical functions require the OM to be proficient with multiple computer programs and be able to multitask, write effectively, and successfully meet deadlines.

Founded in 1988, Learning in Retirement is a dues-supported organization sponsored by Five Colleges, Incorporated. It serves residents in the Pioneer Valley who want to continue learning through peer-led seminars, monthly interest groups, and short summer and winter programs. These activities are initiated, designed, and moderated by members.

### **Importance of Diversity to our Educational Mission**

Five Colleges, Incorporated and its five associated institutions (Amherst, Hampshire, Mount Holyoke and Smith Colleges and the University of Massachusetts Amherst) are committed to supporting and sustaining a diversity of people, backgrounds, experiences, ideas and points of view for the essential contribution this diversity makes to educational missions of our organizations. In support of this commitment Five Colleges requires all of its employees to work cooperatively and effectively with the diversity of people at the colleges (students, faculty members, other employees) and within the organization itself.

## Duties

- Coordinate communication of LIR:
  - Assemble and distribute all LIR print and electronic publications
  - Respond to inquiries or, when necessary, refer inquiries to the appropriate person
  - Distribute communications to the LIR membership as needed, or as requested
  - Attend regularly-scheduled meetings of the LIR Council, and other meetings as requested
  - Follow up on action items from meeting
  - Maintain and distribute an up-to-date membership list twice annually
- Maintain an accurate record of income and expenses; work with FCI and the LIR treasurer to ensure that LIR invoices are approved and paid promptly.
- Twice annually, carry out all administrative and logistical actions necessary to produce the LIR seminar program:
  - Develop the schedule of seminars and workshops based on information supplied by the Curriculum Committee
  - Identify and assign venues for each seminar and workshop
  - Produce the catalog in coordination with the Curriculum Committee including printing of the catalog and publishing it on the LIR website
  - Create a record of seminar and program registrants
  - Administer the lottery process used to assign participants to oversubscribed seminars
  - Create and adjust seminar enrollments, and distribute enrollment lists to moderators and participants
  - Provide logistical and other support for each seminar's Preview event, and other events.
  - Obtain parking permits for seminar participants.
- Order budgeted supplies and equipment; oversee storage and security of equipment.
- Maintain and update the LIR website, including the web calendar and online forms.
- Maintain registration through the website for membership and all programs.
- Maintain digital and print files securely; adhere to FCI's records retention policy.
- Maintain archives under the guidance of the LIR historian.
- Hold regular office hours.
- Perform other related duties as assigned.

## Minimum Qualifications

- Good written and oral communication skills.
- Working knowledge of Microsoft Office suite, Google Workspace, databases.
- Excellent skills in managing information, data, documents, and records, with experience working in a cloud environment.
- Demonstrated ability to communicate effectively with diverse groups of people.
- Demonstrated effectiveness with organization, time management, and tracking details.
- Ability to work effectively, take initiative, and solve problems without immediate supervision.
- Availability to work occasional evenings and weekends as needed.

- Capacity to meet the physical expectations of the position, which include: ability to comprehend written and verbal communication; and ability to communicate effectively in person, by telephone, by videoconference, and via email.
- Ability to pass a post-offer background check.
- Ability to comply with Five Colleges, Incorporated's COVID-19 vaccination policy, or to qualify for an exemption.

### **Preferred Qualifications**

- Willingness to participate in job-related training and development.
- Interest in the mission of LIR.
- Demonstrated experience in responding to the diverse aspects of a role with effective and creative solutions.
- Experience with Blackbaud Raiser's Edge.
- Experience in web content editing and maintenance.