**Job Title:** Office Manager

**Department:** Yale University Conferences & Events

**Department Description:**
Yale Conferences & Events (YC&E) provides comprehensive program planning services, serves over 15,000 program participants, and manages approximately 100 non-accredited programs each year. A majority of YC&E’s activities are focused on high school, college, and adult summer programs. Please visit [http://conferencesandevents.yale.edu/](http://conferencesandevents.yale.edu/) for more information.

**Job Description:**
One of a team of two Office Managers, the Office Manager (OM) position will report to the Assistant Director for Operations and, as a member of the Operations Team, work closely with YC&E staff to ensure successful implementation of all participants’ on-site operation needs – including, but not limited to, residential assignments, facility coordination, custodial services, meal services, and classroom assignments. The Office Manager is primarily responsible for oversite of the YC&E Summer Office and management of the summer staff. This includes managing the front desk and the hospitality team, owning the shared email and Salesforce work, running daily meetings, and mediating staff conflict. The OM will assign tasks to staff daily, assist with scheduling and resolving schedule requests, and maintain an organized and professional appearing office. This position operates as the central communication link between the YC&E staff, University departments and other summer program constituents.

**Principal Duties:**

**Administrative/Office Operations**
- Oversee the 24-hour front desk coverage and intake of inquiries from clients and campus partners via email, phone, walk-in or Salesforce
- Receive daily task list and assign Operation Coordinators accordingly
- Relay work requests, messages, and pertinent information to and from YC&E staff.
- Confer with clients and YC&E staff to address questions, problems, and requests for service.
- Prepare daily work plan and assist with the creation of staff schedules.
- Record and maintain files and records of customer requests, work or services performed, charges, expenses, inventory, and other dispatch information.
- Determine types or amounts of equipment, vehicles, materials, or personnel needed to complete tasks
- Supervise and assist the staff in the preparation and management of participant check-in/check-out services, (key packets, linen packs, & coordination of suite preparation with custodial services)
- Provide a written account of unacceptable behavior/incidents and or damages on the Incident Report document.
- Maintain daily contact with the YC&E Staff to ensure that housing office logs are accurately kept and reflect all activities.
- Assist with special projects or other duties as assigned by the Residential Operations Manager or other Conferences & Events personnel
- Attend weekly meetings with YC&E staff
- Support the Housing Operations and Technology Manager with YC&E technology resources and systems (timeclock/scheduling software, shared network resources, Trello, etc.)
Staff Supervision
- Assist with the training and supervision of seasonal staff, with direct management over the hospitality team.
- Ensure seasonal staff are completing their daily tasks, updating electronic files and other documentation on the department server.
- Assist with the creation of a weekly staff schedule, ensuring that adequate staffing levels are maintained based on hours of operation and activity level.
- Conduct daily morning meetings to assist with assigning Operations Coordinators to perform tasks
- Utilize Operations Coordinators to complete tasks and follow up to see that they have been completed satisfactorily and will ensure that the assigned work is being done in a timely manner.

Client Relations
- Maintain professional office environment acting as client-facing ambassadors to YC&E
- Be the first point of contact with clients on campus and ensure client satisfaction.
- Have a full understanding of each program’s operation and daily logistical needs.
- Ensure that all inquiries are promptly addressed and escalated or assigned as needed
- Maintain staff standards of excellent customer service

Facility Management
- Manage communications between programs, buildings, vendors, Yale departments and YC&E staff
- Be aware of all facilities, policies, and procedures related to the residential college(s).
- Working with Housing Operations Manager, ensure that all suite rooms, bathrooms and areas are prepared by the custodial staff prior to group arrival.
- Monitor facilities work order requests to ensure completion in an adequate timeframe.
- Assist as liaison with Access and manage Access request

Required Experience/Education:
Bachelor’s degree or three years of related experience or combination. Supervisory experience is required. Customer Service, database experience, and management of a team preferred.

Required Skills & Abilities:
- Ability to manage and delegate responsibilities to a staff while balancing multiple priorities and deadlines
- Strong analytical skills and ability to troubleshoot problems as they arise.
- Intermediate/advanced excel skills. Strong verbal and written communication skills.
- Ability to provide exceptional customer service.
- Ability to encourage and motivate others to work as a part of a team in order to adhere to deadlines.
- Talented problem solver, able to react quickly and have composure under pressure.
- Attention to detail, advanced organizational skills, and professional appearance.
- Self-starter, dependable and thorough, and possess a strong work ethic.
- Ability to transition easily between a wide variety of tasks throughout the day.
- Ability to travel across a city campus.
- Ability to lift 25 lbs.
Duration: Start: May 4, 2020

End: August 13, 2020 or later

In collaboration with the other Office Manager, this position will provide seven-day-a-week coverage in the office during regular business hours (8:00 AM – 5:00 PM) with significant weekend work required. With prior approval, this position could start prior to May 4 and extend past August 13.

**Summer Benefits:** Hourly rate based on experience; options for a free single room in Yale housing (live-in is not required for this position), meal plan that includes 3 meals a day, campus parking, weekly hours ranging from 32 to 40, and the possibility of approved overtime that pays time and one half and YC&E apparel. Employees are issued a Yale ID for the duration of employment which gives access to the Yale shuttle system, discounts at local establishments and museums. Meals begin at the open of the first dining hall and conclude with the closing of the last. **Note:** On-campus housing will only be available May 7 – August 10. Housing will not be provided outside of those dates.

To apply, please click the following link to fill out the [https://forms.gle/v86TzEGmwd43nGSL9](https://forms.gle/v86TzEGmwd43nGSL9) then submit your resume and cover letter to David Wright at david.wright@yale.edu.