

**JOB DESCRIPTION**

**Charlotte Campus Office and Facilities Manager**

**PURPOSE:**

The purpose of this position is to provide welcome, overall support, maintenance and oversight to the daily functions and life of the campus in Charlotte. This position reports to the Vice President of Administration and Dean of Students for the Charlotte Campus.

**RESPONSIBILITIES INCLUDE BUT NOT LIMITED TO**:

**OFFICE MANAGEMENT**

* Assist with the daily functioning and flow of the campus offices, opening/closing of the physical campus, maintaining shared files and accounts, and coordinating schedules between departments and administrative offices.
* Serve as first point of contact for incoming calls to Charlotte switchboard, redirect or assist callers as needed.
* Maintain private Charlotte Campus calendar (all events happening on campus) and classroom space assignments. Post pertinent information events on UPSem Master Calendar.
* Monitor, order, and restock office, classroom, kitchen, and janitorial supplies, as well as maintaining the orderliness of these areas including work room, storage rooms, kitchen, and small lounge areas.
* Manage campus mail service, distribute mail, order postage supplies, and notify recipients of packages received, including those delivered to employee or student mailboxes, and take packages for mailing to post office as needed. Assign and update student, faculty, and staff mailboxes.
* Process campus invoices, reimbursements, bills and receipts, and coordinate payments with the business office. Process and submit all campus utility invoices.
* Serve as communications liaison between departments and across campuses on behalf of the Charlotte VP's office or in conjunction with one of the other responsibilities listed. Support any administrative needs of the Charlotte VP’s office.
* Assist with dissemination of updates on community events, or other information beneficial to the life of the Charlotte campus, including UPDate eblasts and on UPSem website’s Events and Charlotte campus pages.
* Deposit checks in a timely manner, scan and email receipts, checks, and bank deposit information to the business office and/or Advancement Office for donor checks. Safeguard checks received until a bank deposit can be made, including during the Christmas holiday.
* General troubleshooting, problem solving and support as part of a collegial team.
* Manage the use of the Charlotte Campus office credit card and the Charlotte Campus Costco credit card and ensure all receipts, approvals and account coding are provided to the business office.
* Research and document biannually the local crime report for making updates to Campus Safety and Security Report.
* Ensure the annual report for UNC Licensure is complete and accurate in collaboration with the Vice President for Strategy and Institutional Effectiveness
* Assist Human Resources with the onboarding of new employees – collecting forms, granting building access, ordering furniture, assigning workspaces, providing keys and phone instructions, etc.
* Assist the Charlotte VP with creation and monitoring of Charlotte Operating and Charlotte Maintenance and Utilities budgets.
* Receive SWAG Store orders and payments, make bank deposits, restock, tidy area, etc.

**FACILITIES MANAGEMENT**

* Handle all building routine maintenance, problems, and schedule necessary services.
* Negotiate and maintain vendor and contractor relationships. Terminate contracts that are no longer needed or cost effective. Request and file vendor and contractor COI and W9 forms, submit to Business office.
* Maintain and update archival information on contract renewal dates and upcoming inspections and reports. Update spreadsheet of vendor and maintenance usernames and passwords.
* Assist Charlotte campus tenants with any building issues, or space needs. Communicate lease/rent updates annually. Invoice tenants for monthly rent as needed.
* Photograph and catalog new campus art and glass installation pieces.
* Update and manage keys for campus building and Glenridge house guests.
* Weekly check on Glenridge House (separate from monthly cleaning) and mail pickup.
* Work closely with Janitor. Alert monthly to upcoming meetings, meals, and events. Communicate about supplies or additional services needed.
* Maintain, order, and restock first aid supplies, OTC medicine, AED, blood pressure, and glucose monitoring equipment for expirations or updates needed.
* Collaborate with IT staff to maintain and provide AV equipment for internal meetings, classes, conferences and seminars, and external group meetings.
* Set up classroom tables and chairs prior to and clean up after in person Saturdays.
* Wash kitchen linens and tablecloths as needed.

**HOSPITALITY**

* Greet and assist all visitors to the seminary.
* Serve as primary contact and coordinator for outside groups requesting use of space. Provide Facilities Use Policy and Facilities Use Applications to outside groups and keep to on file.
* Coordinate and assist with Charlotte seminary events by reserving space, dates/times, and set-up requirements, including catering orders (Staff and Faculty Meetings, Advancement Luncheons, etc.)
* Coordinate and assist with other seminary events regarding reserving space, dates/times, and set-up requirements, including catering orders (center events, faculty led seminars and conferences, community groups involving faculty or staff, etc.)
* Develop and maintain close working relationships with Sharon Presbyterian Church (SPC) and Presby Pysch administrative staff. Communicate and work collaboratively with SPC custodian on landscaping, parking lot, or building maintenance when it benefits both entities.
* Assist Faculty Search Committees by reserving space, dates/times, and set-up requirements, including catering orders and restaurant reservations, provide drinks/snacks in rooms for candidates and committees, make hotel reservations for candidates and committee members as needed.
* Communicate with and assist the office of the Vice President for Academic Affairs and Academic Dean to onboard Adjunct faculty, provide room assignment, contact information for IT assistance, make hotel reservations, provide key and/or door key and security code, maintain orderliness of Adjunct Professors office.
* Negotiate corporate accounts with local hotels. Monitor reservation folios and send direct billing information to the Business Office.

**QUALIFICATIONS**:

* Excellent organizational skills and knowledge of office management and best practices.
* Knowledge of software used in the commission of the tasks listed above-Microsoft Outlook, Word, and Excel. Ability to quickly learn UPSem and academic specific software needed to perform the job, such as Blackboard and Sonis.
* Good oral, written and IT communication skills.
* Self-initiative and ability to work independently while also cooperatively as part of a team.
* Friendly and hospitable demeanor.
* Ability to perform functions requiring light lifting of mail packages and supplies and ability to lift, move, and store tables and racks of chairs (medium to heavy lifting).
* Bachelor’s degree from an accredited institution.
* Knowledge of the Christian tradition and local faith community preferred.

**WORKING CONDITIONS:**

* Normal workweek is Tuesday through Saturday
* Position is full-time (37.5 hours), hourly, non-exempt, with benefits.