

Office Manager
Northern Illinois University

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Posted Jul. 30, 2021, set to expire Nov. 29, 2021

Job Title	Office Manager
Department	Ctr Stdy Wom,Gen,&Sexlty
Institution	Northern Illinois University DeKalb, Illinois
Date Posted	Jul. 30, 2021
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services
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Job Description

To oversee the operations of the Center for the Study of Women, Gender & Sexuality, and to help promote the Center to the campus and surrounding communities. The Center for the Study of Women, Gender & Sexuality is an academic unit that offers a major, minors, and certificates to undergraduate and graduate students. To keep the Center running smoothly, it is essential that the employee be able to organize and prioritize effectively and efficiently. They must be able to work independently, utilize time well, and be a problem solver. The person in this position must have the ability to work with deadlines and sudden schedule changes. The position requires excellent communication skills, interpretation and understanding of university policies, and the ability to maintain confidentiality. The employee must be able to establish positive rapport with diverse students, faculty and staff. They must also have supervisory and training skills.

Contact Information



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Contact

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