

Executive Office Manager for Student Life and Athletics

Point University is a Christian institution that educates students within a Christian worldview, so they are equipped to take their faith into the marketplace and all of life while achieving their professional goals. We are training the next generation of Christian leaders to take the cross to more job sites, churches, industries, and nations than ever before.

The Executive Officer Manager for Student Life and Athletics is 40 hours per week, live-in position which reports to the Chief Student Development Officer Vice President of Intercollegiate Athletics and Associate Dean of Students and is primarily responsible for co-facilitating housing operations, billing, facilities/repairs/maintenance/ and work orders. In addition, the Office Manager will champion a culture of excellence in customer service through administrative support and office management leadership in the Office of Student Life and Athletics.

Responsibilities and Primary Activities

- Extends exceptional customer service to housing inquiries while recording student data as appropriate.
- Coordinates all Student-Life and Athletics related billing.
- Supports enrollment and orientation events, while serving as a resource for incoming students.
- Maintains all housing-related documents and databases.
- Communicates with Residence Life staff and property managers to maintain university property.
- Supervises student workers and manages their work assignments.
- Provides administrative support for the Office of Student Life and Athletics.
- Tracks Student Life budget expenditures and Athletics.
- Helps with semester health and safety inspections, monthly room checks, regular fire drills and other duties related to the safety of the residential community.
- Serves on the Residence Life Committee which addresses residential exemption requests.
- Aids in the RA hiring process and occasionally attends/presents at training events.
- Participates in the Professional On-Call rotation which covers evening, weekend and holiday availability for residential students.
- Models behavior which is reflective of a vibrant, personal relationship with Jesus Christ, and a desire to uphold the university's standards of conduct in one's personal life, both on and off campus.
- Attends regular meetings with supervisors, and other Student Life staff discuss policies, procedures, programs, students in crisis and other areas of concern to the residential population.
- Clearly communicate and enforce University standards and expectations for the residential community.
- Assists, and when necessary, confronts, during emergency or disciplinary situations which may arise on university property, and provides verbal and written documentation to university officials for appropriate follow up.
- Serves as a resource to support faculty, students, parents, staff and other University constituents.



- Oversee foodbank operation
- Other duties as assigned

Education and Experience:

- Bachelor's degree and a desire to pursue a career path in Residence Life/Student Life or other areas of campus ministry.
- 1-2 years Residence Life/Student Life, or other housing-related experience.
- Strong administrative and organizational abilities. Clerical experience highly preferred.
- Proficient in Microsoft Office, advanced skills highly preferred.
- Ability to balance administrative and relational tasks.
- Self-directed with the ability to work independently and in teams.
- Experienced with collegiate athletes, minorities, and first-generation college students highly preferred.