

Events and Office Manager

Association of Independent Colleges & Universities of Ohio (AICUO) –
Columbus, Ohio

The association is seeking candidates to fill the position of **Events and Office Manager**. The Events and Office Manager will oversee daily office activities to ensure smooth operations and perform related administrative duties to support the association's mission and goals. In addition, this individual will facilitate all aspects of association events and will be responsible for AICUO's various social media channels.

Duties and Responsibilities:

- Coordinate AICUO events, including identifying event location, catering, speakers, continuing education credit application, registration, travel and accommodations as needed, payment, on-site staffing, evaluation, and final reporting.
- Maintain AICUO's social media accounts and track pertinent social media activity from member institutions.
- Cultivate unique content from the association's perspective and develop strategies for engagement on social media with AICUO member institutions.
- Perform general office and administrative functions such as filing, copying, mailings, check scanning, banking deposits, and other special duties as assigned.
- Coordinate integral office operations including maintaining supply inventory and office equipment (servicing and service management) to ensure association standards.
- Manage benefits administration and payroll and serve as the main human resources contact for the association.
- Maintain AICUO's member, vendor, and other professional contacts in database.
- Schedule appointments and office meetings as needed.

Skills and Qualifications:

- Experience in office management or event planning required with excellent written and verbal communication skills.
- Proficient in use of social media platforms such as Twitter, Instagram, and LinkedIn.
- Ability to maintain database for contacts and events registration.
- Detail-oriented self-starter with the ability to work independently with minimal supervision.
- Ability to prioritize tasks, balance multiple responsibilities, and meet deadlines.
- Proficient skills with e-mail communications and Microsoft Office applications, preferably in a Mac environment.
- Dependable, punctual, and a team player.
- Ability to analyze information and deal with complexity.
- Capacity to interface with senior-level business and higher-education professionals.
- Maintain confidentiality in regard to association business.

Minimum Educational Experience Qualifications:

- Bachelor's Degree or equivalent.

Preferred Education/Experience Qualifications:

- Experience working in a higher education environment.
- A strong understanding of the history and purpose of nonprofit associations.
- Experience with CRM or database systems.
- Knowledge of Quickbooks.

Compensation:

- \$38,000 to \$48,000, depending upon experience.

To Apply: Please send a cover letter and resume to employment@aicuo.edu. Deadline for application is May 1, 2019.