



Schmeckle Reserve Student Office Manager Position

This paid student position manages all daily office operations in the Schmeckle Reserve Visitor Center, including the supervision of 10-15 student office employees who staff the main information desk, sell items in the gift shop, and work with meeting room groups. General duties include hiring, training, and scheduling of office employees, setting daily task lists, conducting financial operations, and coordinating reservations.

Specific Duties:

- Interview and hire 10-15 student office staff members each semester.
- Train student employees in information desk, office task, and gift shop duties.
- Schedule student employees to cover the front desk during visitor center open hours (8 a.m. to 5 p.m., 7 days a week) and evening meetings/events.
- Develop daily task lists to maintain the visitor center public spaces and meeting room.
- Manage all student employee payroll, including entering hire information in QUEST, ensuring proper employment forms are filled out, entering and approving hours in ORACLE payroll system, maintaining time clock database.
- Manage all financial operations including deposits, credit card justifications, and payment orders.
- Inventory and order office supplies as needed.
- Other duties as assigned by the Schmeckle Reserve director.

Requirements:

- Must have Work Study financial aid funding
- Full-time student (12 credits minimum during semester)
- Good academic standing (GPA of 2.5 or higher)
- Friendly and outgoing personality
- Strong organizational skills, work ethic, and dependable
- Ability to work both independently and as part of a team

Preferred Experience:

- Leadership/supervisory experience
- Customer service experience
- Store/cash register experience

Commitment:

- One-year commitment minimum (includes summer)
- 15-25 hours per week during the summer season
- 10-15 hours per week during the academic year

Oversight:

- Supervisors: Schmeckle Reserve Director and Schmeckle Reserve Outreach Coordinator