
Operations Manager

Classification

Classification Details

State Title	Administrative Assistant
Pay Band	4
Level	
Classification Code	AA75
Position Type	Classified
Faculty / Non-Faculty / Administration	Non-Faculty
Agency Code	H15
Agency Name	College of Charleston
EEO Code	E5
EEO Occupation	H50

Position Details

Employee Information

Employee First Name	Caitlin (Caitie)
Employee Last Name	Forde-Smith
Employee ID	20160803

General Information

State Title	Administrative Assistant
Classification Code	AA75
Agency Code	H15
Agency Name	College of Charleston

Division	Provost
Position Type	Classified
Faculty / Non-Faculty / Administration	Non-Faculty
EEO Code	E5
Internal Title	Operations Manager
FLSA	Non-Exempt
Slot Number	0006
Position Number	148335
Full / Part Time Indicator	F52
Hours Per Week	40.00
Applicant Manager	Brian Fisher

Position Details

Job Purpose	The Operations Manager is responsible for ensuring the needs of the Center's Staff, Interns, and affiliated Faculty, including those of the Office of Sustainability (OoS) and Sustainability Literacy Institute (SLI), are being met by responding to Team requests, keeping accurate and current records of Center transactions, maintaining the physical office space, and submitting required paperwork on behalf of the Center. Will also take an active support role in advancing the Center's connectivity around campus and building robust relationships around sustainability-related issues.
Minimum Requirements	High School Diploma and relevant administrative/customer service experience is required. Bachelor's Degree and experience working in a higher education setting is highly preferred.
Required Knowledge, Skills and Abilities	This position requires a high degree of professionalism and discretion. As the Operations Manager, they will have access to sensitive employee information and financial documents and will be expected to maintain this information in confidence. To succeed in this role, they will need to be detail-oriented and possess strong organizational and communication skills. Being in the habit of routine follow-ups is paramount. This individual will be expected to punctually arrive at meetings. They will also be required to meet deadlines and will be responsible for communicating departures from agreed upon deadlines to their supervisor. Cultivating positive and productive relationships with on-campus offices and academic departments in addition to Office community partners is another crucial responsibility of this position.
Guidelines and Supervision	Directly supervised by the Executive Director for the Center. Assists directly the Associate Director of OoS and the Director of SLI. Oversees students and temporary employees, as needed.
Additional Comments Regarding Position	Position is more than just administrative support, as it will require facilitating connectivity across the entire breadth of campus and ability to do that effectively requires some basic knowledge of sustainability and sustainability-related issues.
Total number of permanent employees this position directly	0

supervises

**Total number of employees for which
this position is responsible**

Source of Funding

State	0
Federal	0
Other	100

Managerial Details**Managerial Details**

**Describe the position's involvement
in strategic planning or setting the
strategic direction of your
organization**

**Who are the primary customer
groups or stakeholders within or
outside the agency with whom the
position has primary working
relationships? What is the nature of
the work with each?**

**Decision-Making: describe typical
decisions that the individual in this
position will be required to make,
and what decisions will be referred
to others**

Position Supervisory Details

**Total personnel services budget for
the area of this position**

**Total funds allocated to the
division/department of this position**

**Give a brief description of the
function(s) of each position
reporting directly to you**

Agency Budget and Other Quantitative measures

Examples include: # and \$ value of projects supervised, financial or capital expenditure plans created and overseen, physical inventory managed, etc

**Indicate below your agency's budget
and any other quantitative measures
which indicate the scope of your
position**

Principal Problems and Challenges

Principal challenges encountered in the position

Job Duties

Job Duties

Activity	Manage, process, and complete all administrative processes required for Center including paperwork for hiring, travel, and payments. Organize, monitor and maintain the budgets for the Center and related entities.
Essential or Marginal	Essential
Percent of Time	20
Activity	Organize and facilitate the schedules and calendars for all 3 entities for events, workshops and meetings.
Essential or Marginal	Essential
Percent of Time	20
Activity	Build alliances and forge key partnerships with other units, centers and programs around campus.
Essential or Marginal	Essential
Percent of Time	15
Activity	Organize, coordinate, and review final document preparation for compliance, marketing and any reports produced by the Center.
Essential or Marginal	Essential
Percent of Time	15
Activity	Manage and mentor students, interns and temp staff in ways that educate, skill build, and comport to office culture. Provide regular assessment of performance and reviews.
Essential or Marginal	Essential
Percent of Time	10
Activity	Support and streamline communication internally and across campus on sustainability-related efforts.
Essential or Marginal	Essential
Percent of Time	10
Activity	Provide and promote educational opportunities through workshops, events, projects,

and classroom appearances based on expertise of the manager.

Essential or Marginal Essential

Percent of Time 10

Requisition Form

Requisition Form

Last Filled By (repurposed line)

Position Supervised By Brian Fisher

Advertised Salary \$34,012-\$39,228

Special Instructions to Applicants

Is this position Grant funded? No

Banner index number (old account number) 110089; 140051

If Band 5 or above, list Panel Members

Panel Chair

Chair Phone Ext

Chair E-Mail

If you plan to advertise externally, indicate the advertising sources Indeed.com; monster.com; Glassdoor; a few sustainability and green listservs.

Applicant Documents

Required Documents

1. Resume
2. Cover Letter / Letter of Application
3. Reference List

Optional Documents

None

Supplemental Questions

Required fields are indicated with an asterisk (*).

Employee

Seated User

Details

First Name	Caitlin (Caitie)
Last Name	Forde-Smith
Employee Id	20160803

Supervisory Position

Supervisor Position Description

Job Title	Director of Sustainability
Position Number	060861
Org Unit	Center for Sustainability
First Name	Brian
Last Name	Fisher
Email	fisherb@cofc.edu

Supplemental Documentation

No documents have been attached.