

LifeWorks Recalibration
Office Assistant/Associate/Manager/Supervisors.

Entry Level Job Classification

Title: Office Assistant

Primary Responsibilities: Assist departmental staff and faculty with basic administrative tasks such as scheduling appointments, coordinating meetings, managing departmental communications, and maintaining office supplies.

Skills:

- Organized and detail-oriented.
 - Time management, multitasking, and prioritization skills to meet deadlines.
 - Professionalism & ability to handle sensitive information.
 - Basic skills in Microsoft Office 365.
 - Skills in communicating orally and written.
 - Ability to work as part of a team.
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Intermediate Job Classification

Title: Office Associate

Primary Responsibilities: Assists in planning and conducting administrative and operational tasks for the department. Participates in various duties including preparing departmental reports, assisting in event planning, tracking budget expenses, and supporting faculty and staff with more advanced administrative responsibilities.

Skills:

- Organized and detail-oriented.
 - Time management, multitasking, and prioritization skills to meet deadlines.
 - Professionalism & ability to handle sensitive information.
 - Skills in communicating orally and written.
 - Ability to work independently and on a team.
 - Problem-solving, critical thinking, and decision-making skills.
 - Advanced knowledge of Microsoft Office 365 and other office management software.
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Advanced Job Classification

Title: Office manager

Primary Responsibilities: Oversees and manages daily operations within the departmental office. Schedules and coordinates departmental events, manages office staff, prepares detailed reports, and assists in the development and implementation of departmental procedures and policies.

Skills:

- Organized and detail-oriented.
- Time management, multitasking, and prioritization skills to meet deadlines.
- Professionalism & ability to handle sensitive information.

- Proven ability to work independently and lead a team.
 - Problem-solving, critical thinking, and decision-making skills.
 - Proficient knowledge of Microsoft Office 365 and additional office management tools.
 - Strong interpersonal and leadership skills.
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Pre-Professional Job Classification

Title: Department Supervisor

Primary Responsibilities: Plans, develops, and manages departmental projects and activities. Trains and supervises office staff, directs departmental initiatives, and ensures adherence to college policies and procedures. Requires minimal supervision from faculty mentors and oversees all administrative and operational aspects of the department.

Skills:

- Organized and detail-oriented.
- Time management, multitasking, and prioritization skills to meet deadlines.
- Professionalism & ability to handle sensitive information.
- Capability to work independently and as part of a team.
- Demonstrates strong problem-solving, critical thinking, and decision-making skills.
- Advanced skills in writing, editing, and presenting materials.
- Comprehensive knowledge of office management software and tools.
- Ensures the department adheres to ethical principles and college policies.