



Sweet Briar College is a women's liberal arts institution, located in Central Virginia approximately 12 miles north of Lynchburg and 60 miles south of Charlottesville. Founded in 1901, the College's curriculum encompasses a comprehensive baccalaureate program in the arts, sciences and humanities, as well as graduate programs in education. It is one of two women's colleges in the United States offering an ABET-accredited engineering degree. As an Equal Opportunity Employer, Sweet Briar College is committed to enhancing our community and encourages applications from qualified individuals with varied backgrounds, experiences and ideas who would increase the diversity of the College.

Job Title: Administrative Assistant/Office Manager – Riding Program

Classification: Non-exempt

Reports To: Director of the Riding Program

Job Summary/Objective: This position provides support for the riding program, the Director of Riding and the staff, in addition to managing the day-to-day functions of the office. This individual assists in the efficient operation of the program by maintaining records, providing accurate and timely bookkeeping and fulfilling clerical/receptionist duties.

Position Type/Expected Work Hours: Full Time 12 month position, Monday – Friday, 8AM – 5PM with an hour lunch break.

Supervisory Responsibilities: Coordinate and oversee the student workers/office assistants.

Essential Responsibilities:

- Maintaining all departmental accounts, billing, expense reconciliation and payroll for staff and students.
- Assist the Director with planning and preparation of Riding Program Events(Open shows, field events, clinics, etc.)
- Coordinate and oversee the student worker office assistants.
- Follow through on gifts to the riding program(horses & other gifts) that have been approved by the Director of Riding
- Coordinate visits/tours with the admissions office
- Other special projects and tasks as needed

Required Qualifications:

- High School graduate
- Minimum of 2 to 3 years related work experience
- Basic accounting skills and proficiency with Microsoft Office Suite and Google applications
- Must have a professional manner and very strong interpersonal skills
- Attention to detail

Sweet Briar College Job Description

- Must be a self-starter who can meet deadlines with minimum supervision and remain flexible in a fast-moving setting
- Ability to prioritize and handle multiple tasks effectively

Preferred Qualifications:

- Bachelor's degree
- Five plus years of office management or related experience with proven success with billing, accounts payable and/or accounts receivable
- Knowledge of Banner
- Familiarity with equestrian terms and activities

Work Environment: Exposure to animals/hay/dust and combination of indoor/office setting and outdoor setting in all types of weather.

Physical Demands: Ability to be mobile around campus in all types of weather and conditions. Extended periods of sitting and/or standing, as well as working at a computer.

Travel: NA

Deadline for Submission: Review of applications will begin immediately.

Other Duties: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

How to Apply: If applying for a faculty or staff position, please submit a **Sweet Briar College employment application**, cover letter, résumé and three professional references to ridingofficemanager@sbc.edu.