



Sweet Briar College is a liberal arts college for women of consequence, located in the foothills of Virginia's Blue Ridge Mountains approximately 12 miles north of Lynchburg and 54 miles south of Charlottesville. Founded in 1901, the College boasts a modern core curriculum focused on women's leadership in the 21st century and undergraduate programs in the arts, sciences and humanities, as well as a Master of Arts in Teaching. It is one of only two women's colleges in the United States with 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: Office Manager

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 8 am to 5 pm.

Supervisory Responsibilities:

- Will coordinate the office student workers during the academic year

Essential Responsibilities:

- Maintain all departmental accounts, billing, expense reconciliation and payroll approvals for staff/students
- Assist with planning, preparation, set up and clean-up of Riding Program Events (shows, clinics, open houses, etc.)
- Create, update and share essential spreadsheets and documents needed to run and assess the program (team rosters, class lists, clinics, volunteers etc.)
- Coordinate visits/tours with the admissions office
- Coordinate team travel with the coaches
- Insure the inventory of office supplies is kept up and equipment is maintained
- Assist the Director with donor contact regarding gifts to the riding program (horses & other gifts)
- Assist with the Friends of Riding group (communications, event planning, membership, etc.)
- Other special projects and tasks as needed

Required Qualifications:

- High School diploma or equivalent
- Minimum of 2 to 3 years related work experience in an office setting
- Basic accounting skills and proficiency with Microsoft Office Suite (especially Excel) and Google applications (Google documents and Google calendar)
- Must have a professional manner and very strong interpersonal skills
- Extremely detail oriented
- 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. Ability to lift 15+ lbs.

Travel: NA

Deadline for Submission: Review of applications will begin immediately and continue until position is filled.

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