Office Coordinator - Temp/Casual

General Information About SCRC
The Student Conflict Resolution Center offers informal, impartial, and confidential conflict resolution services to resolve students' university-based problems and concerns. This is a part-time position (maximin of 13 hours a week). No benefits are associated with this job.

Required Qualifications:
• Completed 1 semester at the University of MN, Twin Cities Campus
• Ability to operate standard office equipment: computer, telephone, printer, and copier
• Experience and competence with MS Word, Excel, Google platforms, and PowerPoint
• Experience and/or knowledge of basic bookkeeping and budgeting
• Experience with document formatting and editing skills

Preferred Qualifications:
• Knowledge of University of Minnesota campus and resources
• Database management
• Experience with Drupal Web editing software
• Detail-oriented
• Excellent time management skills
• Must be able to multitask
• Ability to work independently
• Excellent oral and written communication skills
• Knowledge of Adobe Illustrator

Duties/Responsibilities:
Case Support:
• Welcomes student-clients by telephone or in-person; refers to the appropriate Ombudsperson
• Provides administrative support services to the staff including preparing and editing documents, data entry, copying, faxing, answering and directing telephone calls, and sorting and sending mail
• Tracks case closures and client survey data
• Collects, maintains, and reports on SCRC's case outcomes and office outreach.
• Maintains and orders office supplies

Case Records and Budget Preparation:
• Prepares and organizes documents for SCRC’s annual budget- requires familiarity with UMReports
• Records, gathers and compiles case data for each semester and academic year
• Tracks daily office expenses, files reimbursements and orders office supplies

Meeting planning:
• Identifies participant availability, sends RSVPs and meeting reminders
• Schedules conference rooms.
• Prepares and tests meeting technology
• Prepares meeting materials

Other duties and projects as needed or requested

Application Instructions:
Forward a cover letter, resume, and 3 references to sos@umn.edu.

Applications will be reviewed on a rolling basis beginning on January 6th, 2022.