Position: Office Manager

Organization: Madison College Volunteer Center

Advisor: Jason Wiedenhoeft
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(608) 243-4228

Hours: 5 Office Hours per Week and Attendance at Weekly Volunteer Center Meetings & Activities
Additional hours may be required per the minimum requirements for internship credit

Stipend: $400/semester

Position Description:
The Office Manager provides leadership to the coordination of documenting, recording and organizing participation in all Volunteer Center sponsored events. This includes recording minutes at Volunteer Center meetings, keeping track of service hours performed by volunteers at on- and off-campus events, tracking office hours served by members of the Board of Directors, and generating attendance reports and statistics. The Office Manager will also assist the Volunteer Center Event Manager with keeping historical documentation of how and when events are planned, conducting an assessment of each officially sponsored event. This position is best suited for a person who is interested in developing his/her skills in leadership, organizational management, communications and record keeping.

Requirements for the above position include:
• Be a MATC student in good standing (2.0 + GPA) taking at least six credits per semester
• Maintain a minimum of 5 hours per week M-F in the Volunteer Center office at either the Truax Campus (room 140) or the Downtown Education Center (room D125) between the hours of 8:00 AM – 6:00 PM Monday – Thursday and the hours of 8:00 AM – 4:30 PM on Friday.
• Attend Volunteer Center meetings
• Attend Volunteer Center sponsored events
• Attend Volunteer Center Leadership Development activities
• Attend weekly one-on-one meetings with the Volunteer Center Advisor
• Show support of Volunteer Center events through attendance and recruitment of new membership
• Attend committee meetings, training, retreats and workshops as deemed appropriate by the Advisor or Board of Directors
• Maintain and promote a positive professional image on campus
• Commits to follow-through of assigned Volunteer Center activities and obligations

Expected Learning Outcomes:
The Office Manager will gain experience and enhancement of the following Madison College Core Abilities through participation on the Volunteer Center Board of Directors; communication, mathematics, science & technology, global and cultural perspectives, self-management, social interaction and critical thinking. The Office Manager will gain enhanced skills in professional responsibility, time management and delegation skills, interpersonal interactions, managing records and goal assessment.

Application Process:
To be considered for this position, please complete a Student Organization Application at http://matcmadison.edu/Volunteer-Center-Interest-Form. Upon completion of an application, you may be contacted regarding the submission of additional materials such as a resume, cover letter and references. You may be asked to participate in an interview process.