



SAC Operations Manager

ASOC

Fall 2024 & Spring 2025

Duties/Responsibilities: Student Activities Center Manager is responsible for maintaining the smooth function of the SAC desk by making sure desk clerks are able to do their job to support student needs. You must be available to answer employee questions during working hours (11am-5pm Monday-Friday). Maintain communication with administration regarding budget, improvements to department, and general updates. Managing the budget alongside the ASOC Finance Manager is a primary part of this job.

Responsibilities:

- Report directly to the Pro Staff Advisor about activities biweekly with any updates or concerns
- Direct communication with LA Metro to maintain the U-Pass system
- Help in recruiting and interview process with the support of the SAC Operations Pro Staff Advisor
- Work with clerks to create schedule and manage desk clerks
- Primary contact for SAC email and responses
- Help create budget with ASOC Finance Manager
- Registering U-Pass cards with LA Metro
- Maintain Inventory list up to date for capital improvement reports
- Organize SAC Operations bonding events

Qualifications:

Previous experience working as a Desk Clerk at SAC is preferred. Strong communication, organization, and problem-solving skills are necessary. (Training will be provided)

Start date: 27 August 2024

End date: 9 May 2025

Work Schedule: 9 am to 5 pm (As needed)

Hours Per Week: Up to 10 hours per week

Starting pay rate: \$17.28/hr

Work Award: No

To apply, please submit student employment [application](#) to mayon@oxy.edu