Job Title:	Supervisor Administrative Services	**Grade:**	L
Department:	Business Office	**FLSA:**	Exempt

> ***The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.***

General Function:

The purpose of this position is to direct, oversees the daily operations of the business office at Merancas Campus.
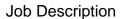
Characteristics Duties and Responsibilities:

1. Responsible for the daily operations of the business office at Merancas.
2. Supervises the full-time, part-time, and works-study student employees.
3. Processes student refunds for curriculum and CCE students.
4. Researches student issues as it pertains to their student accounts.
5. Responsible for any administrative services issues at Merancas campus.
6. Serves as a backup to the Director of Administrative Service at Cato.
7. Processes financial aid refunds.
8. Reconciles of the 112 cash receipts.
9. Resolving ARCR student issues within the system.
10. Other duties as assigned.

Reporting Relationships:

Direction Received: Reports to the Director of Administrative Services
Direction Given: Direct supervision of assigned staff

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Minimum Requirements:

Bachelor's Degree from a regionally accredited institution and at least 2 years of administrative experience. OR an Associate Degree from a regionally accredited institution and 4 years of administrative experience

Knowledge, Skills, Abilities, and Worker Characteristics:

Effect communication skills, both oral and written
Excellent customer service skills
The ability to 'think outside the box'
Knowledge of College policies, state and federal laws
Excellent computer skills encompassing spreadsheets and word processing

Working Conditions:

Typical Office Environment