



## Administrative Manager

### Position Overview

Under the general direction of the Executive Director, the Administrative Manager is responsible for facilitating the cohesive functioning of the union through managing the administrative procedures and daily operations of the UCPEA Office. The successes of the organization depend on the complex administrative support provided by the Administrative Manager.

### Duties & Responsibilities

1. Develops, implements, and oversees a robust office operational and administrative infrastructure using modern methods and information technology systems to maintain the union's records, documents, and data.
2. Audits administrative procedures to ensure consistent implementation of best practices and provides feedback to improve organization and communication through the development of administrative policies.
3. Facilitates adherence to internal administrative policies and procedures through effective communication and coordination with other staff, committees, and executive board members.
4. Supervises administrative staff and ensures the seamless and efficient daily operation of the office.
5. Serves as a liaison between the UCPEA office and the University's Human Resources Information Systems and manages the organization, storage, and archival of the union's data.
6. Maintains website, newsletter, and other public facing communication tools.
7. Facilitates logistics for events, meetings, retreats, conferences, interviews, orientations, and training sessions.
8. Supports internal and external committees as assigned.
9. Performs other duties as assigned.

### Minimum Acceptable Qualifications

1. Demonstrated commitment to empowering workers through the labor movement.
2. Bachelor's Degree and three to five years' experience or equivalent in a position responsible for the administrative and operational functions of a similar size organization.
3. Excellent administrative, organizational, interpersonal and leadership skills, including the ability to successfully multitask, and identify and resolve complex problems.

**Title: Administrative Manager**

**Job Description**

**Updated: 03/18/2024**

**Page 1 of 1**

4. Excellent verbal and written communication skills. Demonstrated ability to work with office staff, Executive Board, union members, sibling constituents in the broader labor movement, and the University community.
5. Proficiency with Microsoft Office Applications, modern website development tools, Adobe products, QuickBooks, CRM, and other automation systems and modern data management programs.

**Preferred Qualifications**

1. Website development and design