

Job Posting: Business Coordinator

Apply to be BUSINESS COORDINATOR with the Oberlin Student Cooperative Association (OSCA)

Employment beginning October 10, 2016

Hours: 35/week

Pay: \$25/hr

Competitive Benefits Package

Job Summary

- To become knowledgeable about OSCA's policies and procedures
- To coordinate the business operations of the OSCA office and of its membership according to the direction of the OSCA Officers and the Financial Manager
- To be a central source of business information for and to assist OSCA Student Staff while respecting student leadership and autonomy
- To aid in performing the day-to-day tasks required to keep the OSCA office running smoothly, i.e. conduct activities and meet deadlines as outlined by the OSCA Task Timeline

Qualifications

- Ability to work in a diverse, open-minded and forward-thinking environment
- 5 years' experience coordinating a business office or equivalent, preferred
- Have extensive experience with MS Word, Excel, and internet use
- Be dependable, organized and trustworthy
- Be friendly and able to work well with Oberlin College students and staff
- Be able to take direction from and be accountable to student officers
- Be sensitive to issues of confidentiality
- Have the ability to multitask and work independently

Experience working with cooperatives or non-profit organizations is a plus.

To apply:

Please email resume, three business references, and cover letter to:

osca@oberlin.edu

Deadline for submissions: 4:00pm on October 5th, 2016

No phone calls or dropoffs.