

Job Posting -- Business Coordinator

Apply to be a BUSINESS COORDINATOR with the
Oberlin Student Cooperative Association

Employment: June 2016 - June 2017 (35 hours per week)

Hours: Monday through Thursday, 8:00 AM - 4:00 PM

Training/Orientation: May 2016 (three weeks, paid)

Pay: \$25 an hour

Job Summary

- To become knowledgeable about OSCA's policies and procedures
- To coordinate the business operations of the OSCA office 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

- Commitment to actively promoting social justice with emphasis on racial and class justice
- 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 multi-task and work independently

Experience working with cooperatives is a plus.

Possibility of long-term employment pending job performance.

To apply: Please submit resume, three business references, cover letter to:

Oberlin Student Cooperative Association

M.P.O. Box 118

Oberlin, Ohio 44074-0118

Must be postmarked by March 23, 2016

No phone calls or drop-offs.