

We're Hiring!

Administrative Office Manager

Qualified Candidates:

- Bachelor's Degree in Business, Business Management, Communications, Finance Management, Non-profit Management, or related field.
- Three (3) years of professional experience providing administrative and/or financial support to a program or office.
- Experience with budgets and general financial management.
- Experience with organization, decision-making, problem solving skills.

Position closes August 12, 2024

For more details and to apply visit:

<https://jobs.oregonstate.edu/postings/157378>

OSU Extension Service prohibits discrimination in all its programs, services, activities, and materials.

Please request any reasonable accommodations for disability as early as possible in the application and search process. Requests may be directed to the hiring unit, or to the Office of Equal Opportunity and Access at (541) 737-3556.

Much more than a paycheck:

- Benefits including medical, dental & vision
- Retirement plans
- Vacation & sick leave & designated holidays
- Tuition reduction for eligible Employee/family member
- Professional development



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