

Notre Dame College, a Catholic institution in the tradition of the Sisters of Notre Dame, educates a diverse population for personal, professional, and global responsibility.

**We are seeking an Office Services Manager for Notre Dame College’s Mail Room Operations**

TITLE: **Office Services Manager**

DEPARTMENT: Administration

STATUS: Full-time

CLASSIFICATION: Exempt

RESPONSIBILITES:

The NDC Office Manager of the Mail Room oversees incoming and outgoing mail and packages. Additionally, the manage oversees college copiers, college supply ordering, basic IT support for faculty and staff as needed and similar, integrated office tasks. The position supervises an assistant.

DEADLINE TO APPLY: Until Filled

START DATE: Immediately

QUALIFICATIONS:

* College degree required in a related field.
* At least 1-year related experience in an administrative environment.
* Supervisory experience a plus.

OTHER REQUIREMENTS:

* Ability to perform occupational tasks (sitting, standing, walking, lifting, carrying, reaching, pushing, and pulling) includes heavy packages.

Nestled on 48 scenic, wooded acres in a suburb just 25 minutes from Cleveland, Notre Dame College offers a blend of quiet campus life and big city adventure. Home to some of the country’s best restaurants, medical facilities, museums, sports teams, and amusement parks, Cleveland is an affordable city with major appeal.

**HOW TO APPLY: Please send a resume or curriculum vitae, cover letter and three professional references to: careers@ndc.edu.**

Candidates will be interviewed by appointment through Zoom, Microsoft 365 Teams, or at the South Euclid, Ohio, campus. Only candidates who meet all of the specified criteria will be invited to interview.