

**Earlham School of Religion**  
**Director of Business and Student Services**

***General Description:***

The Director of Business & Student Services reports to the Dean and is a member of the ESR administrative faculty. The person occupying this position oversees two important areas: the Business Office and Student Services for Earlham School of Religion. This person also contributes to administrative support in various ways.

***Major Responsibilities:***

The major responsibilities of the business manager include:

- Provide business office services to ESR community, oversee student rental unit, serving as liaison to the Earlham College Business Office with regard to ESR's account payables, account receivables, and student business accounts;
- With the dean, coordinate the annual ESR budget planning process;
- Calculate student financial aid and act as an informational resource for students;
- Provide a range of student services and/or activities such as academic monitoring, student disability accommodation plans, and collaboration on co-curricular activities
- Supervises the ESR Facilities Manager
- Serve as liaison with Metz Food Service as a member of Common Meal committee;

***Qualifications:***

- B.A. degree, preferred;
- Accounting knowledge and/or experience is essential;
- Advanced Microsoft Excel and Word skills;
- Understanding of Oracle databases, and experience with related report writing Software strongly preferred;
- Demonstrated experience in human relations, interpersonal communication, and working with a diverse public;
- Strong written and verbal communication skills;
- Supervisory skills;
- Ability to work with minimal supervision;
- Ability to handle confidential information.

***Application Process:***

A letter of application, resume, and references may be submitted to Jay Marshall, Earlham School of Religion, 228 College Ave., Richmond, IN 47374 or [marshja@earlham.edu](mailto:marshja@earlham.edu)

Earlham School of Religion is an Equal Opportunity Employer that seeks applications from candidates who contribute to diversity in terms of race, ethnicity, age, religious affiliation, gender, sexual orientation, gender identity, disability, and veteran status, among other distinctions and contributions. As a College with a Quaker identity, Earlham also is eager to solicit applications from members of the Religious Society of Friends (Quakers).

Earlham utilizes [E-Verify](#) to confirm employment eligibility for all newly hired employees within the United States.