



### Job Description

<b>Position Title: Office Coordinator</b>			
<b>Emp Class: N2</b>	<b>Grade: I</b>	<b>Job Code: SC013</b>	<b>Date Posted: January 2012</b>
<i>Regular full-time non-exempt academic year position, 35 hours per week, minimum 40 weeks per year</i>			

<b>POSITION SUMMARY</b>
Provides administrative and secretarial support and develops and coordinates activities, ensuring the effective operation of departmental programs and office operations.

<b>KEY RESPONSIBILITIES</b>	<b>% OF TIME</b>
Provides timely and accurate administrative support as needed. Researches and assembles necessary background information to expedite written and/or oral response. Types and edits internal and external correspondence from draft to final form. Handles highly sensitive information with confidentiality and tact. *	35%
Provides quality customer service to all visitors to the department, including faculty, staff, students and the general public. Fields incoming calls to the department, taking initiative to resolve issues as appropriate. *	20%
Maintains financial and budgetary records for the supervisor. Prepares a variety of budget analyses and reports for review. Utilizes the University's on-line data system to track budget expenses and research information. *	25%
Assumes responsibility for maintaining an adequate supply of inventory within budgetary constraints. Coordinates the purchase of office supplies and equipment for the department as needed. Utilizes an on-line data system to process work orders, requisitions, and payments for purchases and repairs.	5%
Establishes, maintains and continually strives to improve computer office systems. Maintains office database to ensure the integrity of the files.	5%
Coordinates the logistics associated with department events and activities, including but not limited to, scheduling facilities for meetings and conferences. Provides administrative support for key events.	10%
Performs other related duties as assigned.	
* <i>Indicates an "essential" job function.</i>	

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### WORKING CONDITIONS

Normal office situation.

### PHYSICAL EFFORT

Typically sitting at a desk or table.

### KEY JOB REQUIREMENTS

<b><i>Formal Education:</i></b>	Associate's Degree or equivalent preferred.
<b><i>Work Experience:</i></b>	1 year to < 2 years.
<b><i>Impact of Actions:</i></b>	Makes recommendations or decisions which usually affect the assigned department, but may at times affect operations, services, individuals or activities of others outside of the assigned department.
<b><i>Complexity:</i></b>	Varied. Work is complex and varied and requires the selection and application of technical and detailed guidelines. Problems are not easy to identify, but are similar to those seen before. Moderate analytical ability is needed to gather and interpret data where results/answers can be found after analysis of several facts. Solutions can often be found by using methods chosen before in other situations.
<b><i>Decision Making:</i></b>	Varied. Supervisor is available on an "as-needed" basis to establish general objectives and to identify potential resources for assistance. Independent judgement is required to select and apply the most appropriate of available guidelines and procedures to achieve desired results.
<b><i>Internal Communication:</i></b>	Requires regular contacts to discuss issues of moderate importance and to respond to inquiries. Occasionally requires contact with officials at higher levels on matters requiring cooperation, explanation and persuasion.
<b><i>External Communication:</i></b>	Requires regular external contact to discuss issues of moderate importance and respond to inquiries. Occasionally requires contact with the public involving the enforcement of regulations, policies and procedures.
<b><i>Customer Relations:</i></b>	Contact with customers is over the telephone, in writing or in person for ongoing service, handling of routine transactions and providing detailed information about a selected service, product or capability.
<b><i>Managerial Skills:</i></b>	Has responsibility or authority which is limited to the direction of temporary or student workers.
<b><i>Knowledge &amp; Skills:</i></b>	Advanced Skills. Able to read and reference materials and obtain information. Prepares letters and/or reports following policies and procedures. Able to operate various standard office machines.
<b><i>Special Skills:</i></b>	* <b><i>The ability to work effectively with diverse groups.</i></b>

This job description of the job is for identification and administrative purposes only. It is not intended to be a complete statement of all duties, which may be assigned by the supervisor according to varying needs.

Updated: November 2007