

Position: Administrative Office Coordinator	Position Number:
Department:	FLSA: Non-exempt
Reports to:	Salary Grade: 119

### **Summary**

Performs advanced secretarial and clerical duties for a program coordinator or work section that is a part of a larger department, or the equivalent in volume and complexity. Provides assistance leading, coordinating, and performing administrative projects and overseeing and monitoring the workflow and clerical support activities performed by a small team in the office.

### **Essential Duties and Responsibilities**

- Coordinates a full range of office activities. Coordinates communications regarding departmental activities, events and timelines. Organizes work to support those requirements.
- Performs administrative support duties for the Manager. Composes letters, memoranda and bulletins using original correspondence and formats, independent judgement and discretion.
- Assists in the preparation of the program budgets. Organizes budget and financial material during the development or proposal process. Monitors expenditures and maintains accurate fiscal records during implementation of the program. Maintains a variety of files.
- Organizes data entry to support statistical and evaluative studies and reports. May develop formats for data collection.
- Assigns or processes payroll, accounts payable, and other accounting documents. Maintains accurate absence records and reports with respect to personnel.
- Arranges meetings. Notifies participants, prepares agenda and materials, records minutes, transcribes and distributes as directed.
- Coordinates a full range of office work activities acting as the lead contact and reference source for staff, students, outside agencies, and the public. Organizes, participates, and may delegate services provided by the department to other support staff and work-study students.
- Provides information over the phone or in person to students, agencies, or College personnel as appropriate; routes calls to appropriate persons as necessary.
- Interprets regulations, policies, and procedures for staff and students. Explains administrative and reporting compliance matters.
- Develops, prepares, and types from concept, rough drafts, or verbal instructions a variety

of materials including brochures, master schedules, letters, requisitions, newsletters, reports and statistical data.

- Requisitions, receives, stores and distributes supplies and office materials. Ensures adequate materials and equipment inventory.
- Performs research as assigned or required for external reporting. Computes and compiles information and statistical reports.
- Provides work guidance to other staff, students, and volunteers as assigned.
- Performs related duties as assigned that support the overall objective of the position.

## **Qualifications**

### **▪ Knowledge and Skills**

Requires a thorough knowledge of office practices, procedures and equipment, including filing systems, reception and telephone techniques, office organization, and document publishing and report writing. Requires in-depth knowledge of the work section or program assigned to. Requires thorough knowledge of those activities associated with statistical record keeping, staff administration, cashiering, and confidential record keeping. Requires thorough knowledge of proper English usage, grammar, spelling, punctuation and basic arithmetic skills. Must be skilled in using various standard office machines, including computers and word processing and spreadsheet applications.

### **▪ Abilities**

Requires the ability to independently perform all of the duties of the position efficiently and effectively. Must be able to lead, coordinate, and perform office, secretarial and clerical work with speed and accuracy. Must be able to learn, interpret, explain and apply College and program policies, rules, and objectives. Requires the ability to lead staff in a manner that encourages high morale and efficiency. Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines. Requires the ability to analyze situations and accurately and adopt an effective course of action. Requires the ability to communicate with students, staff, and the public using tact and courtesy in sometimes confrontational or strained situations. Requires sensitivity to the needs and behavior of students of various ethnic and cultural backgrounds and disabilities.

### **▪ Physical Abilities**

Requires light walking and standing and lifting of lightweight materials (less than 20 pounds). Requires sufficient arm, hand, and finger dexterity to operate a personal computer keyboard, typewriter, and other office equipment. Requires visual acuity to read words and numbers and speaking and hearing to communicate in person or over the phone.

### **▪ Education and Experience**

The position requires at least one year of post-high school education in a business college or equivalent. Requires a minimum of 5 years of responsible and varied secretarial, clerical, and office leadership experience, preferably in an educational setting in a high volume business office environment. Additional education may substitute for experience.

- **Licenses and Certificates**

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