Title: Administrative Coordinator-9

Pay Scale Group: 64

Essential Function

Under the general direction of designated supervisor, participate in the planning and coordination of administrative and fiscal activities of a large/complex unit. Serve as highest level administrative support employee in unit.

Characteristic Duties

1. Participate in the planning and coordination of administrative and fiscal activities of a unit.

2. Gather and evaluate information for report preparation; determine priorities; evaluate procedures; solve operational problems.

3. Maintain detailed budget for unit. Review and reconcile budget. Initiate, review and may approve expenditures on materials, equipment, support staff and travel.

4. Assist in preparing contract budgets, grant applications, proposals, status reports and financial statements.

5. Initiate written correspondence; handle travel arrangements, schedules, coordinate meetings, prepare meeting minutes and reports and follow-up on actions as needed.

6. Perform clerical tasks (e.g., maintain files and retrieve information; screen and direct calls; maintain inventory; typing, word processing).

7. Assist in solving employee and/or student complaints.

8. Interpret policies and procedures for staff, faculty, students and general public.

9. Develop and implement office procedures.

10. Prepare and payroll and personnel transactions for unit.

11. Coordinate arrangements for special events, including announcements/notifications, speakers, meals, registration and payment of bills.

12. May coordinate unit's reappointment, promotion and tenure process and/or faculty leave request process.

13. Perform related duties based on departmental need.

Minimum Qualifications

Associate’s degree with three (3) years experience; OR five (5) years experience. Experience must be in office/administration or related field and include computer knowledge and abilities.