Title: Coordinator Unit Operations

Pay Scale Group: 16

Essential Function

Under general supervision from a designated administrator, coordinate processes, projects, special events, and provide administrative services leadership requiring judgment and strategy.

Characteristic Duties

Coordinate processes for the assigned projects, events, and service unit; make recommendations regarding the development of operating processes; continuously update and improve processes, ensure achievement of assigned goals/outcomes, identify problems and recommend and implement solutions.

Provide leadership by serving as a unit resource, consultant and liaison for directors and administrators within designated unit, as well as external offices and agencies to ensure conformity and compliance with operating procedures, university policies, collective bargaining agreements, state regulations and federal laws.

Assist administrator with analyzing and interpreting data and other related activities.

Review, evaluate and implement grants, project proposals, agreements, training programs and other projects; and monitor and evaluate progress.

Research, develop, edit and prepare documents and reports.

Manage all aspects and agendas for special events, including coordinating special speakers, visitors, and workshops to ensure compliance with state regulations and university policies and procedures and established service standards.

May provide direct supervision to exempt and non-exempt staff (i.e., hire, orient, train, mentor, and evaluate assigned staff); assess skills and identify shortfalls to coordinator or develop training needs.

May monitor and reconcile ledgers and budgets for a designated unit(s).

Represent the university in a positive manner and serve as a liaison with internal and external agents; may serve on various university, division and departmental committees, attend meetings/conferences and may represent the administrator with moderate authority to make commitments.

Other duties as assigned.

Minimum Qualifications

Bachelor’s degree with one (1) year experience; -OR- Associate’s degree with three (3) years experience; -OR- five (5) years experience; degree and experience must be related to position specifications as outlined in the job posting.