

Job Description Changes (Began March 5, 2018)

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| KEY |
| You may edit some or all of the content in fields that are white |
| You cannot change the content in fields that are grey. |

| Job Description | | Notes & Suggestions |
|---|--|---|
| Job Title | Administrative Coordinator | Select an appropriate title for the position |
| Position Summary | <p>The Administrative Coordinator provides administrative or operational support to an individual, team, unit or department. S/he is generally responsible for the coordination of a business function, process or program.</p> <p>The Administrative Coordinator serves as the front-line person on routine inquiries and requests for all walk-in visitors, students, faculty, etc. in the front office and will answer the main departmental phone line and direct callers to the appropriate faculty or staff member. This position requires knowledge of department activities and procedures in order to handle a broad range of inquiries. S/he screens phone calls and visitors, and resolves most questions and problems, referring more complex issues to higher levels.</p> | Customize this section to attract the best candidates for your position. Include information about your department, the type of work the department does, the responsibilities of the job and the qualifications necessary to be successful. |
| Education Required | High School Diploma or equivalent | <p style="color: green;">This comes from the career profile and cannot be edited.</p> <ul style="list-style-type: none"> Wanted a lower level of education? Use the "Substitution for Education Requirement" field to allow additional years of related experience to as a substitute for education requirement experience Wanted a higher level of education? Indicate it in the "Education Preferred" field and use it to screen out applicants who do not have the preferred level of education |
| Specify Concentration / Degree Type | | Does your job require a Bachelor's, Master's, PhD or other Terminal Degree? It's up to you to define the requisite concentration or major, if that is essential to qualifying for the job. |
| Substitution for Education Requirement | <p>SELECT ONE:</p> <p><i>May substitute additional related experience, above and beyond what is required, on an equivalent year for year basis in lieu of the education requirement.</i></p> <p>OR</p> <p><i>Experience may not be substituted for the education requirement.</i></p> | Select one of the options to the left. |
| Education Preferred | Some college level courses | Use the Education Preferred to share the level of education and any particular fields of study that best prepare someone for the job you are posting. This is another way to customize the job description. |

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| Experience Required | 3 years | <p>This comes from the career profile and cannot be edited</p> <ul style="list-style-type: none"> • Wanted a less years of experience? Use the “Substitution for Education Requirement” field to allow additional education to substitute for some of the required experience • Wanted more years of experience? Indicate it in the “Experience Preferred” field and use it to screen out applicants who do not have the preferred number of years of experience <ul style="list-style-type: none"> ○ Another option is to be more specific about the type of related experience to ensure you are targeting the right job applicants |
| Specify Type of Experience | Related experience in an office setting | <p>The “related experience” statement will be included in the job descriptions. It is up to you to define what you consider to be related experience.</p> <ul style="list-style-type: none"> • The more specific you get, will mean a smaller pool of applicants • The more general it is, means a bigger pool of applicants |
| Substitution for Experience Requirement | <p>SELECT ONE: <i>May substitute additional related education, above and beyond what is required, on an equivalent year for year basis in lieu of the experience requirement.</i> OR <i>Education may not be substituted for the experience requirement.</i></p> | Select one of the options to the left. |
| Experience Preferred | <p>Experience monitoring budgets Experience coordinating events and communications</p> | Use the Experience Preferred to share the amount and type of experience that best prepare someone for the job you are posting. This is another way to customize the job description. |
| License/Certification Required | | If this job requires a license or certification, include it here. |
| License/Certification Preferred | | If a license or certification would better prepare someone for this job, include it here. |
| Skills Required | <ul style="list-style-type: none"> • Proficient computer skills and demonstrated experience with office software and email applications. • Demonstrated success in following through and completing routine tasks. • Advanced organizational skills and attention to detail. • Advanced verbal and written communication skills. • Excellent customer service and interpersonal skills. • Ability to prioritize and multi-task. | <p>The skills required are populated from the career profiles and cannot be edited.</p> <ul style="list-style-type: none"> • Wanted to add some important skills? Add them to the skills preferred |
| Skills Preferred | <ul style="list-style-type: none"> - Ability to complete work accurately with distractions and frequent interruptions. - Knowledge of and/or experience working with Banner highly desirable. - Knowledge of and/or experience working with social media sites. | If there are any skills, knowledge or abilities that would make someone better prepared or sought after for this position, include it here. |
| Supervisory Responsibilities | | |

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| Fiscal Responsibilities | Tracks and monitors expenses, processes financial transactions | |
| Security Sensitive | Yes | |
| If security sensitive, this position will | Have access to a computer terminal , Have access to master key , Handle cash | |
| Internal / External Contacts | Extensive public contact with visitors to the Department, undergraduate students, graduate students, faculty and staff. Contact with the Facilities and Engineering Department, Police Department (for building access), delivery services, and the Dean’s office every day. | |
| Physical Demands | n/a | |
| Working Conditions | May have long periods using the computer of up to 8 hours a day. | |
| Job Duty Name | Essential Functions | The essential functions come from the career profile and are standard across the university for jobs in the same job classification. These cannot be edited. |
| Description of Job Duty | <ul style="list-style-type: none"> • Provide administrative support to a team, department or unit to support effective operations • Plan and schedule calendar(s), resolve calendaring conflicts, and arrange travel • Process and monitor financial transactions, including discrepancies resolution • Generate routine communications; coordinate production (formatting, copying, etc.) and distribution of documents, such as presentations, course handouts, grant proposals, conference and seminar materials, complex reports, brochures, and displays; and, maintains approved content on websites • Maintain office supplies and equipment; obtain vendor quotations, as needed • Schedule, organize, and operate conferences, seminars, and events, including recommending vendors for services, overseeing the production and distribution of materials, coordinating logistics, and serving as liaison with internal and external vendors • Coordinate office moves and serves as the point of contact for general maintenance, health and safety, and other facility concerns within the unit(s) • Perform human resources transactional support, e.g. time cards, I9s, and/or faculty affairs support. • Perform other duties as assigned | <ul style="list-style-type: none"> • Have some more key functions or responsibilities to add? <ul style="list-style-type: none"> ○ You can include these by adding another job duty and labeling it “Additional Functions and Responsibilities” • Want to add more detail to the Essential Functions to make it more relevant for your job? <ul style="list-style-type: none"> ○ Although you cannot edit it here, you can use the position summary to highlight the nuances and capture some of the unique things about your job • Keep in mind that the job description should be a concise description of the job – think 35,000 foot view of the job and is not going to include every single item or responsibility someone has and shouldn’t. Supervisors have discretion to move job responsibilities around as needed, the job description doesn’t dictate what the job is, the supervisor does • If you’ve taken the time to write a detailed description – keep it (for your records)! More detail is great for your one on one interactions with staff, for setting expectations and for communicating more detail about the job one on one with applicants. It is also a great resource for crafting interview questions |
| We will no longer require a % of time for job duties | | |
| Job Duty Name | Additional Functions & Responsibilities | |

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| Description of Job Duty | <ul style="list-style-type: none">• Serve as front desk receptionist. Greet visitors to the department office area and answers all phone calls to the main office with medium to high traffic during office hours• Assist faculty, staff, and students with A/V needs• Supervise student office assistants. | If you have some key functions or responsibilities that fall outside the essential functions, you can add them here. Remember to keep them concise. Tip: If there is another job classification that contains some of those key functions, grab the essential functions from that career profile and save yourself some time. |