



General Administration Job Family

Coordinator II

Grade 55

Summary

Responsible for all administrative logistics of a program/event/forum/business unit; Manages office/department and/or implements events or conference or other symposia. Serves as principal administrative contact and liaison for internal and external department or program constituencies. Works independently with minimal supervision in a work environment of multiple and conflicting priorities; anticipates and resolves problems and updates supervisor on status of projects. May oversee work of support staff, students, casuals and temps.

Typical Duties

1. Coordinates, and has direct responsibility for, a project or specific set of tasks related to a function or program or department/business unit;
2. Organizes and implements administrative systems and procedures performing necessary support duties;
3. Serves as principal administrative contact and liaison with departmental or program constituents, other universities or with government agencies; principal source of information on established unit/project/program policies and advises faculty, students or staff on regulations and policies;
4. Prepares and maintains unit's records (such as financial, personnel, administrative, student) reviews complex documents, reports, etc., to assure compliance with University requirements and/or government regulations, and notifies supervisor of unusual situations;
5. Monitors budget(s) including grants, maintains financial documentation, provides information, research, statistics, and analysis. Makes decisions on expenditures and monitors towards a defined budget;
6. Keeps current on trends, compliance issues, regulations and guidelines regarding subject matter; advises appropriate community members accordingly;
7. Negotiates with hotels, caterers and vendors, makes recommendations for food and activities for participants, managing to a pre-assigned event/function budget; assigns and coordinates dorm, classroom, AV and other facilities on behalf of program;
8. Gathers and maintains data for and assists in preparing reports, often using a variety of computer software; prepare statistics and reports on program participation, marketing responses, budget, and evaluations;
9. Oversees work of support staff, students and/or casuals; trains, schedules and distributes work to students, casuals, and non-overtime-eligible employees);

10. May prepare grant proposals; may provide policy interpretation on grant parameters;
11. May research issues related to policy development and recommend possible new or revised policy statement; may recommend a possible implementation plan;
12. May serve as IT point person for department; may maintain web page with comprehensive department/program news and information;
13. May assist with staff recruiting efforts; screening resumes, and interviewing applicants in person;
14. Contributes to unit goals by accomplishing related duties as required.

Typical Requirements

Education: College degree strongly preferred, or an equivalent of education plus relevant business experience.

Skills and Experience: Five or more years of related experience. Education beyond high school may count toward experience. Excellent organizational skills with particular ability to prioritize work in an environment with multiple and conflicting interests. Proven project and/or program management skills. Excellent interpersonal and communication skills . Ability to work independently with minimal supervision. Ability to handle complex and confidential information with discretion. Competency using a variety of computer software. Some positions may require advanced knowledge of word processing, spreadsheets, and/or databases; may be tested on appropriate computer skills as required. Keyboarding speed (wpm) may be required as appropriate to job duties.

Other [HUCTW generic job descriptions](#) can be found in HARVie's Union Contracts section.