



General Administrative Job Family

Coordinator III Grade 56

Summary

Independently responsible for all administrative coordination of a program/event/forum/business unit; manages office or department and/or plans and organizes events or conferences; serves as a subject matter expert, principal administrative contact, and liaison for internal and external department or program constituencies; reviews and analyzes procedures and policies; assesses outcomes and implements changes; works very independently with minimal supervision in a work environment of multiple and conflicting priorities; anticipates and resolves problems, updating supervisor as needed; may train, assign and direct work of support staff, students, LHT's and temps.

Typical Duties

1. Coordinates, and has lead/primary responsibility for, a project or specific set of tasks related to a function or program or department/business unit; Handles a significant amount of detailed work;
2. Develops and implements complex administrative systems and procedures;
3. Typically serves as subject matter expert and 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 and trains 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 as needed;
5. Develops and monitors budget(s) including grants, maintains financial documentation, provides information, research, statistics, and analysis. Makes decisions on expenditures and monitors towards a large or complex defined budget;
6. Keeps current on trends, compliance issues, regulations and guidelines regarding subject matter; advises and trains appropriate community members accordingly;
7. Manages all logistical aspects of events/functions, including staffing, facilities, amenities, meeting materials. Negotiates with hotels, caterers and vendors;
8. Develops and manages data tracking systems, often using a variety of computer software; prepares statistics and reports on program participation, survey results, budget, and evaluations;
9. Trains, oversees, schedules, and directs work of support staff, students and/or LHT's and temps;

10. Evaluates policies and procedures; recommends and implements improvements;
11. May prepare grant proposals; may provide policy interpretation on grant parameters. may serve as liaison to granting institutions/donors;
12. May serve as IT point person for department; may oversee relevant websites;
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. 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, analytical, and communication skills. Ability to work independently with minimal supervision. Ability to handle complex and confidential information with discretion. Proficiency using a variety of computer software and systems.