

<b>Job title</b>	Administrative Coordinator I
<b>Job Code</b>	
<b>Exempt Status</b>	
<b>Position Status</b>	
<b>EEO Classification</b>	

### **Job summary**

Works under general supervision and provides administrative support for a unit or specialized activity to include the exercise of discretion and independent judgement with respect to matters of significance.

### **Essential duties and responsibilities**

- Participates in the planning and execution of administrative operations. May serve as the office manager. Monitors office procedures. Develops, evaluates, and ensures adherence to office procedures.
- Reviews documents for supervisor. Attends meetings or committees on behalf of supervisor.
- Analyzes requirements for projects or initiatives. Provides technical information regarding administrative procedures, services, or programs.
- Applies and interprets, and/or assists in implementing management policies or operating practices. Develops administrative and technical procedures. Researches, interprets, compiles, and responds to inquiries about rules, regulations, policies and procedures. May monitor compliance with policies and procedures.
- Performs special analyses and project summaries.
- Coordinates travel arrangements and prepares itineraries. Coordinates meetings, seminars, and other special events and may provide on-site support.
- Coordinates the maintenance of files, records, office supplies, or equipment. Makes recommendations for process improvements, administrative changes, or new initiatives.
- Hires, trains and supervises student workers and support staff.

### **Additional responsibilities**

#### **Minimum requirements**

Education – Bachelor's degree or equivalent combination of education and experience.

Experience – Two years of related experience.

Knowledge of – Knowledge of word processing, spreadsheet, database, and presentation applications.

Ability to – Ability to multitask and work cooperatively with others. Interpersonal and communication skills.  
Planning and organization skills.

Licensing / Professional Certification – None.

Physical Requirements – None.

**Supervision of others**

This position may supervise employees.

**Other Requirements**