

AgriLife Classification Description

Last Updated: 7/19/05

9940
ADMINISTRATIVE COORDINATOR
11/01/01

SUMMARY

General Description: Coordinates administrative support for a unit or specialized activity and supervises other office support staff.

DUTIES

Typical: Coordinates administrative support functions and supervises, trains and evaluates the work of other support staff and/or Student Workers; assigns tasks and evaluates job progress; coordinates administrative activities and services relating to office procedures, special analyses, project summaries and/or compliance functions; may represent the supervisor at meetings or committees; serves as a primary information resource on office support methods and processes; coordinates work flow and promotes communication between functional areas and outside units; provides guidance on preferred presentation of office communications and other materials; may maintain materials for availability on the World Wide Web or coordinates such activities; researches, compiles and applies information, making evaluative judgments on appropriate data to use; assists in the resolution of complex, highly sensitive and confidential administrative matters; analyzes requirements for projects or initiatives; coordinates and monitors action items; assists in providing solutions to recurring or unusual administrative problems; plans and coordinates logistical and administrative support for events, meetings, specialized activities, projects, long term initiatives or new programs; reviews and signs forms for supervisor; coordinates office records retention; coordinates the maintenance of office reference and resource materials; frequently adapts, combines or makes improvements to services, processes or programs; may serve as a personal assistant to an administrator or committee; performs related duties as required.

SUPERVISION

Received: General instruction and occasional review from administrative supervisor.

Given: Detailed instruction and frequent review of support staff and/or Student Workers.

EDUCATION

Required: Bachelor's degree or any equivalent combination of training and experience (eight years experience with high school graduation or four years with an Associate degree).

Preferred: Bachelor's degree.

EXPERIENCE

Required: Three years experience in office administration or project management including some supervisory experience.

Preferred: Five years administrative and supervisory experience.

LICENSES, CERTIFICATES OR REGISTRATION

Required: None.

Preferred: Certified Administrative Professional (CAP)

EQUIPMENT

Typical: Use of standard office equipment and personal computers.

KNOWLEDGE, ABILITIES AND SKILLS

Typical: Working knowledge of spreadsheet, presentation and word processing software programs. Interpersonal and communication skills and ability to plan and organize effectively.