

AgriLife Classification Description

Last Updated: 7/19/05

9942
SENIOR 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; plans work and assists supervisor in determining work priorities; analyzes and develops administrative support operations, methods and procedures to maintain flow of work and desirable levels of productivity; attends meetings or committees on behalf of the supervisor; evaluates and develops procedures and methods for process improvement, administrative changes, or new initiatives; manages an organizational system to coordinate and monitor action items, projects, correspondence and assignments; 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 coordinate such activities; researches, compiles and applies information, making evaluative judgments on appropriate data to use; resolves complex, highly sensitive and confidential administrative matters; analyzes requirements for projects or initiatives; reviews and signs forms for supervisor; plans and coordinates logistical and administrative support for events, meetings, specialized activities, projects, long term initiatives or new programs; coordinates office records retention; coordinates the maintenance of office reference and resource materials; 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: Six years experience in office administration or project management including some supervisory experience.

Preferred: Additional administrative and supervisory experience.

LICENSES, CERTIFICATES OR REGISTRATION

Required: None.

Preferred: Certified Administrative Professional (CAP)

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. Use of standard office equipment and personal computers.