



**Position Title:** Part-Time Student Life Skills and Office Coordinator

**Job Code:** 8104

**Reports To:** Department Chair

**Grade:** HI

**FLSA:** Exempt

**Job Description:**

The Part-Time Student Life Skills and Office Coordinator monitors, prepares, and coordinates processes for a Social Sciences Department while assisting students, staff, and/or faculty in daily activities.

**Duties & Responsibilities:**

- Prepares comprehensive reports and conducts research projects.
- Responds on behalf of the Assistant to the Chair on matters related to Academics, and Student Life Skills Coaching, which may include general inquiries or concerns from students, employees, and the community.
- Prepares and disburses login/software information to Student Life Skills Faculty
- Interprets and evaluates issues, collects data and/or information, establish facts and draws valid conclusions.
- Represents the Social Sciences Department at special events.
- Trains relevant staff.
- Inventories and maintains all course textbooks and supporting materials.
- Maintains constant communications with book publishers to ensure that inventory is updated.
- Maintains filing systems.
- Acts as backup person for online payroll.
- Manages office supplies, makes orders, and keeps inventory.
- Provides faculty with course materials and submits textbook requests.
- Performs other related duties as assigned.

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

- Bachelor's degree from an accredited institution and three (3) years of related administrative experience
- Must possess excellent oral and written communication skills
- Must be thorough, detail-oriented and highly organized
- Must possess strong interpersonal and decision-making skills
- Must be flexible to work evening or weekend assignments for special events
- Must have proficiency in all Microsoft applications
- Ability to work in a multi-ethnic, multi-cultural environment

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name