



Position Title: Part-Time Administrative Coordinator

Job Code: 8349

Reports To: Dean, Academic & Student Affairs

Grade: CT

FLSA: Non-Exempt

Job Description:

The Part-Time Administrative Coordinator performs advanced administrative secretarial duties. This individual provides primary support to the Dean of Academic and Student Affairs on the Homestead Campus and secondary support to the Campus President.

Duties & Responsibilities:

- Prepares and monitors finance and payroll systems
- Coordinates scheduling of meetings for the Dean
- Maintains the Dean's calendar with all relevant campus and college appointments and deadlines
- Functions as initial contact person for the Office of the Dean
- Coordinates and supports the Homestead Campus CASSC (College Academic and Student Support Council) meetings
- Supervises student assistant
- Interacts with the public and employees with excellence in tact, poise and courtesy
- Coordinates travel arrangements
- Prepares and compiles a variety of complex and confidential correspondence
- Prepares statistical reports
- Makes decisions regarding dissemination of information, screening of students/visitors and deferral or immediate actions in absence of supervisor
- Handles highly confidential information
- Performs other duties as assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- Associate's degree from a regionally accredited institution and two (2) years of experience as a secretary performing related work of a progressively complex nature
- Experience in detailed record keeping practices
- Ability to work independently with limited supervision
- Possess good interpersonal skills
- Ability to establish and maintain positive relationships with other employees and the community
- Possess highly developed organizational and clerical skills with an emphasis on precision
- Must be computer literate with knowledge of Microsoft Office software
- Ability to keep complex records, meets deadlines, assemble and organize data
- Ability to work in a multi-ethnic/multi-cultural environment

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name