



**Position Title:** Part-Time Administrative Coordinator - School of Entertainment & Design  
Technology

**Job Code:** 8349

**Grade:** CT

**Reports To:** Department Chair

**FLSA:** Non-Exempt

**Job Description:**

The Part-Time School of Entertainment & Design Technology Administrative Coordinator provides administrative support and assistance to department.

**Duties & Responsibilities:**

- Assists the department with its daily operations
- Supervises, schedules and trains Student Assistants
- Prepares and processes all necessary forms, including Request for Personnel Action, equipment requisitions and mileage reimbursements
- Interacts with the public and employees with excellence in tact, poise and courtesy
- Assists the department with the maintenance with office supplies orders and distribution
- Docutracks documents for the department
- Negotiates quotes with Toshiba Business solutions on office equipment
- Pre-screens new hires and assists with completion of their paperwork
- Opens, sorts and screens mail as well as prepares outgoing mail.
- Provides answers to routine questions utilizing applicable policies or procedures and refers more complex questions or requests to staff with the appropriate expertise.
- Performs clerical functions with personal computers and appropriate software for various department processes including form preparation, report preparation, and other related functions.
- Assists with coordination of special events
- Performs other duties as assigned

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

- Associate degree in appropriate discipline from a regionally accredited institution and two (2) years of related experience
- Ability to maintain confidentiality and interact effectively with college employees at all levels
- Ability to problem solve, set priorities, meet deadlines, organize multiple tasks, write memos, letters and reports, and use computer applications
- Must possess appropriate administrative and organizational skills
- Must possess excellent communication skills (oral and written)
- Must demonstrate professional demeanor at all times
- Knowledge of spreadsheets and word processing software

**ACKNOWLEDGEMENT**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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