



Position Title: Part-Time Administrative Coordinator

Job Code: 8349

Reports To: Department Chairperson

Grade: CT

FLSA: Non-Exempt

Job Description:

Assists the School of Education in facilitating the day-to-day office operation.

Duties & Responsibilities:

- Organizes, and updates relevant data using database applications
- Communicates and provides information by relevant methods internally and externally to assist and enable organizational operations
- Files, answers phones, sorts incoming mail
- Prepares travel requests
- Prepares flyers for the School of Education
- Prepares weekly and monthly schedules for conferences
- Maintains appropriate records/calendars for administrative personnel
- Contacts students on regular basis
- Generates responses to student inquiries
- Updates students' folders
- Attends Community and College fairs to provide information regarding the SOE
- Manages a database to track students
- Creates and maintains reports and spreadsheets using a variety of data sources, including mainframe, Access, Excel, Word, and Power Point
- Assists with the coordination of special events
- Assists in preparing power point presentations for the department
- Assists with general questions and issues
- Assists in the efficient operation of the office
- Performs other related 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 maintain complex records, meets deadlines, assemble and organize data
- Ability to work in a multi-ethnic/multi-cultural environment
- Ability to work evenings and weekends as needed

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name