



**Position Title:** Part-Time Administrative Coordinator – West Campus

**Job Code:** 8349

**Grade:** CT

**Reports To:** Director, Administrative & Student Services

**FLSA:** Non-Exempt

**Job Description:**

The Part-Time Administrative Coordinator performs advanced administrative secretarial duties. This individual provides primary support to the Director of Administrative and Student Services on the West Campus and secondary support to the Campus President.

**Duties & Responsibilities:**

- Coordinates scheduling of calendar
- Maintains the Director's calendar with all relevant campus and college appointments and deadlines
- Functions as initial contact person for the Office of the Dean
- Interacts with the public and employees with excellence in tact, poise and courtesy
- 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 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.

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Signature

\_\_\_\_\_  
Date

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