



Position Title: Part-Time Classified/Coordinator
Reports To: Director Campus Services
Department: Campus Services
Prepared By/Date: Mary Arellano/01/03/2011
Approved By/Date: Mary Arellano/01/13/2011
Revised: Martha Arrieta/01/13/2011

Job Code: 8349
Job Group: CLASS-R
Salary Grade: CT
FLSA Status: Non-Exempt

Job Description:

This position provides advanced clerical work to the Campus Services Department.

Duties & Responsibilities:

- Answers multiple telephone lines
- Prepares Department Requisitions and Disbursement Requests for the Department using Odyssey
- Processes Duplicating charge backs to other departments
- Provides support and coverage for campus-wide requests for special events
- Receives and processes Plant Maintenance forms for the Campus
- Receives and maintains an inventory of office supplies for five departments
- Completes forms including Request for Personnel Action (RPA), Plant Maintenance Requests and Campus Services Work Requests
- Types memorandums and reports for the department
- Monitors the Time and Attendance System, Novatime
- Assists in the preparation of reports for the Department
- Maintains the database for Facilities Maintenance requests
- Performs other duties as assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- High School Diploma and four years of advanced secretarial/clerical experience.
- Must be able to communicate effectively.
- Must have working knowledge of the following computer applications and the ability to enter data accurately: Microsoft Word, Excel, and Access.
- Must have the ability to handle multiple tasks and prioritize assigned duties.
- Must have knowledge in Odyssey and Policies and Procedures of the College.
- Must have flexibility to provide coverage for special events such as Miami Book Fair International and Miami Film Festival.
- Must have the 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