

## Sam Houston State University Human Resources

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### Division of Academic Affairs Staff Classification Description – Administrative Coordinator II

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**Skill Category:** Technical/Para-Professional

**Position (Employee) Class:** 4N425

**Grade:** 17

**Date:** 8/2014

**Department:** As assigned

**Education & Experience Requirements:** Bachelor's Degree in related field. Three years relevant administrative assistant experience or experience in a related field. Experience in Higher Education is desirable. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

**Nature & Purpose of Position:** Performs advanced administrative support duties for a department, college or division.

**Supervision Given & Received:** Works under minimum direction and may supervise staff and student workers.

**Primary Responsibilities:** Performs administrative support duties. Collects, reconciles, and maintains complex data. Coordinates and implements departmental processes. Monitors budgets, accounts, and expenditures. Monitors project timelines and identifies issues. Prepares financial and statistical reports. Plans and coordinates events. Develops, coordinates, and implements assigned processes. Oversees website. Reviews, revises, and interprets policies and procedures. Attends meetings and takes notes. Prepares, reviews, revises and distributes documents and correspondence. Orders and maintains supply inventory. Handles P-Card purchases and monitors expenses. Coordinates and supervises program activities. Conducts research for preparation and dissemination of information. Coordinates, compiles, and evaluates data received from a variety of sources relating to the effectiveness of the assigned activity, program, or project. Serves as liaison and maintains contacts with other University departments, students, faculty, staff, alumni, government officials, and distinguished guests. Designs and prepares reports and publications for distribution within the department, college, or division. Recommends to the supervisor internal policies and procedures, clerical functions, and work-flow to ensure effective and efficient operation. Directs assignments of clerical staff and determines work priorities and evaluates progress and deadlines. Performs other duties as assigned.

**Other Specifications:** Requires detailed knowledge of university infrastructure, policies and procedures. Requires thorough knowledge of office systems. Must have the ability to solve operational problems and make suggestions for process improvement.

**This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.**

**Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.**

**Sam Houston State University is Committed to Equal Opportunity in Employment and Education.**