

Sam Houston State University Human Resources

Staff Classification Description – Administrative Coordinator I

Skill Category: Technical/Para-Professional

Position (Employee) Class: 4N420 (N1), 4N421 (NA) , 4N422 (NB)

Grade: 15

Date: 8/2016

Department: As assigned

Education & Experience Requirements: Bachelor's Degree in related field. Two 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 administrative support duties for a department, college or division.

Supervision Given & Received: Works under general 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. Performs other related duties as assigned.

Other Specifications: Requires detailed knowledge of university infrastructure, policies and procedures. Requires thorough knowledge of office systems. Coordinates with multiple vendors for returns and problem reconciliation. Ability to handle large volumes of data entry with speed and accuracy is critical. Work requires the ability to perform work of considerable complexity which involves working independently towards general results, devising new work methods, interpreting policy, or meeting new conditions necessitating a high degree of ingenuity, initiative, and judgment. Must be able to work collaboratively with coworkers and provide a high level of customer service at all times. May devote from 25% to 50% of time to routine contacts by telephone with employees of other work units in obtaining or supplying information relating to work. Must have the ability to solve operational problems and make suggestions for process improvement. Attention and care is required in the performance of duties to prevent injury to self or others.

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.