



Job Title	Administrative Coordinator I, II, III	Job Code	AS0111, AS0112, AS0113, AS0114, AS0115, AS0116
Pay Plan	A&P	Pay Grade	15, 16, 17
Union	Non-Union	FLSA Status	Exempt/Non-Exempt
Job Family	Administrative Management and Services	Union Code	0
		Subfamily	Administrative Generalist

Job Family & Subfamily Summary

Administrative Management and Services Professionals provide administrative support and assistance to one or many departments, administrative areas or executives.

Administrative Generalist Professionals coordinate general administrative functions for a wide variety of academic or administrative units including organizing and maintaining information, project assistance, analyzing data including budgetary expenditures, and human resources functions.

Job Summary

Performs, oversees and/or manages office activities. Functions may include high level administrative support, program planning or development, fiscal and human resources processes.

Representative Duties

1. Project and Program Planning and Development

- Participates in program planning and development
- Assists in monitoring progress against goals and objectives
- Contributes to progress reports and documentation

2. Human Resources

- Serves as unit/department human resources liaison
- Performs, supports, or oversees human resources related activities including recruiting, hiring/onboarding, and payroll

3. Budget Administration

- Assists with tracking and review of program or unit/department budgets and balances
- Monitors, processes, reconciles, and ensures compliance of the budget for program or unit/department
- Initiates purchase requisitions and processes vendor paperwork
- Processes paperwork for payment of invoices

4. General Office Administration

- May oversee the daily operations of the unit/department
- Provides direction to others to ensure procedures are upheld for smooth office operations
- Develops and implements administrative standards, policies, and procedures

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
See Level Addendum below		
Additional Requirements		

Physical/Environmental Demands

Standard office environment with no unique physical demands

Level Addendum

Career levels exhibited in this role are listed below. The extent of representative duties listed above will vary in accordance with level of scope, autonomy, and experience described below.

Level I

- 0+ years of relevant work experience
- Works under general supervision
- Oversees and performs professional administrative activities of an office, school, or other departmental unit

Level II

- 2+ years of relevant work experience
- Manages office activities, establishes priorities and deadlines, and assigns work
- Performs non-routine and advanced administrative support duties

Level III

- 4+ years of relevant work experience
- Manages administrative activities of a complex office or serves in a lead administrative support capacity in a larger unit
- Works independently with limited supervision
- Resolves complex issues within the unit

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.