



Job Description

Job Title:	Coordinator, Administrative Support Services	Grade:	K
Department:	Learning	FLSA:	Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

Performs a variety of moderately complex administrative and secretarial tasks which may include responding to phone and in person inquiries, typing, monitoring budget, entering information into computer, maintaining calendar, making travel arrangements and scheduling appointments to assist the head of a major administrative unit.

Characteristic Duties and Responsibilities:

1. Oversee the full-time hiring process for the Learning Unit, which consist of reviewing request-to-hire and recommendation-to-hire paperwork and notifying divisions/departments of missing information, monitor and track progress through PeopleClick, prepare interview packets for Vice President, send out welcome letters, review and process position number request forms, assist with creating full-time hiring process procedures, as well as, keeping it updated on web, create folders for each position, maintain new hire tracking spreadsheet and provide new hire's list for Vice President's welcome letter.
2. Oversee and maintain vacancy report updates for the Learning Unit. Serves as the liaison between the Learning Unit and the Budget Department as is relates to positions and updates on the org charts.
3. Support committee work and college-wide initiatives as it relates to scheduling meetings, preparing meeting agendas and packets, sending out correspondence, and setting up luncheons for Eyes-on-You Committee, President's Advanced Leadership Academy, Learning College Steering Committee etc.
4. Perform complex and confidential duties relating to financial, student and personnel issues. Oversee, coordinate, maintain and process sensitive paperwork including, but not limited to, payroll documents, timesheets, purchasing and employee-related documents.
5. Enter and process Division Directors' supplemental pay contracts; complete position number request form for Interim Division Directors.
6. Assist with reviewing, processing and tracking PAQs.
7. Oversee and track budget expenditures for Associate VP, ePortfolio, President's Advanced Leadership Academy, and Learning Outcomes.
8. Oversee the administration of the Associate Vice President for Learning's Office; set priorities; enforces policies; monitors processes and recommends changes as appropriate. Perform various administrative tasks including maintaining calendars, scheduling appointments, making travel arrangements, preparing paperwork for reimbursements. Arrange and coordinate meetings, luncheons, conferences and special events.
9. Attend grant meetings as it relates to hiring full-time positions; keep track of employees in the Learning

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade. September 2011



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Unit who have been appointed to grants.

10. Process check requests, p-cards, manual check memos, part-time timesheets, monthly leave reports, PDPs', P-Card requests. Enter requisitions to pay guest speakers for various events.

Reporting Relationships:

Direction Received: Reports to Associate Vice President for Learning

Direction Given: May be responsible for directing and monitoring the work of student and/or temporary workers.

Minimum Requirements:

Associate Degree from a regionally accredited institution and at least two years of full-time experience in an office environment working in an administrative support position

Knowledge, Skills, Abilities and Worker Characteristics:

Knowledge of budgets

Knowledge of computer and office applications

Writing and proofreading skills

Research skills

Working Conditions:

Typical office environment.