Job Description

Job Title:	Office Coordinator	**Grade:**	J
Department:	Compliance and Audit	**FLSA:**	Non-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:

Under general supervision, plans and oversees fiscal, administrative support and office operational services for the department.

Characteristic Duties and Responsibilities:

1. Assists and supports the Associate Vice President's serving as the chief data coordinator by collecting, organizing, and preparing information to produce the Report Due Dates to Outside Agencies listing. Monitors and reviews the NCCCS System Report due dates status page; may respond to inquiries that external constituencies might have regarding report.
2. Performs complex and confidential duties in support of the AVP serving as the North Carolina Ethics Liaison by coordinating, maintaining and processing sensitive paperwork, providing forms and assistance to the President's Office and Board of Trustees. Assist with keeping track of ethics and lobbying training sessions for periodic updates to the President's Office, Executive Vice President's Office and/or Board of Trustees.
3. May assist Internal Audit Director and Director of Enrollment Reporting with correspondence (scanning, filing, sorting, storing, organizing, binding, data input, SharePoint, report tracking or other duties as assigned.
4. May Assist overseeing building security, safety and maintenance by serving as the SchoolDudes Site Administrator and E-directory liaison.
5. May assist Executive Director of Health and Safety with report tracking, monitoring or updating.
6. Provides leadership and guidance to Health and Safety Specialist.
7. Assists with FTE processing including quality assurance reviews to minimize errors and maximize revenue
8. Reviews, reconciles, and monitors monthly ledgers, budgets and financial reporting system reports for all departmental accounts; assists with fiscal planning, development and management of annual budgets.
9. Plans, develops and coordinates the execution of program policies, procedures and operations; monitors compliance with the college's policies, procedures, regulations and appropriate laws.
10. Oversees, coordinates and maintains and processes paperwork including but not limited to payroll documents and timesheets, leave requests, travel reimbursements, purchasing and employment-related documents for all staff in the department.
11. Leads, trains and supervises other administrative support staff and student workers as assigned.

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. Update February 2014

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12. Provides detailed information requiring some interpretation of guidelines regarding department's programs and policies; responds to inquiries by phone or in person; researches and resolves problems and complaints.
13. Assists with development and implementation of reporting procedures; oversees maintenance of department records and/or inventories.
14. Oversees and provides system-related functions including but not limited to scheduled and special reports, correspondence and database management.
15. Coordinates department programs, seminars, workshops, travel arrangements, special projects, and/or events; may coordinate program/project development and planning.
16. May participate and/or serve on departmental and college-wide committees and task forces.
17. Performs other duties as assigned.

Reporting Relationships:

Direction Received: Reports to the Associate Vice President

Direction Given: Directing and monitoring the work of administrative support staff, student and/or temporary workers

Minimum Requirements:

Associate Degree from a regionally accredited institution in Business Administration and three years in an office environment working in an administrative support role

Knowledge, Skills, Abilities and Worker Characteristics:

Knowledge of basic accounting practices and college's accounting procedures
Knowledge of cost control practices
Ability to prepare routine administrative paperwork
Organizational and coordination skills
Ability to manage office inventories
Good computer skills
Ability to communicate effectively, both written and verbal
Knowledge of basic management principles and practices
Ability to collect and compile data for reports
Ability to analyze, develop, establish and maintain efficient office work flow and administrative processes
Ability to analyze and solve problems

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Ability to foster a cooperative work environment
Leadership and supervisory skills

Working Conditions:

Typical office environment; infrequently lifting and carrying items up to 10 lbs.; infrequently twisting or bending at the waist or reaching overhead; infrequently traveling between buildings on campus or to other campuses; frequently listening to and talking with students, faculty and other staff members either in person or by telephone; frequently sitting at a desk or workstation using a computer display, keyboard, and mouse

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