Job Description

Job Title:	Office Coordinator Facilities Services	**Grade:**	J
Department:	Facilities Services	**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:

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.

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Characteristic Duties and Responsibilities:

1. Assists and supports Director of Construction with correspondence and all construction documents (scanning, filing, sorting, storing, organizing on H: Drive, working with and sending to NCCCS). Schedule construction meetings, works with contractors and Construction Management Team Rodgers Builders to schedule meeting, help with setup/ access to network.
2. Assists Director of Security Communications with in house Security access passwords and setup of new G4S Security employees. Provide Administrative Support to Security for G4S network access.
3. Assists and supports Renovation Project Manager with scheduling correspondence, filing and construction documentation.
4. Assists and supports Energy & Environmental Manager with scheduling, correspondence, filing and construction documentation.
5. Assists CFMC Administrator with administrative support.
6. Assists Grounds and Site Coordinator with administrative support.
7. Assists HVAC Supervisor with administrative support.
8. Supervises and manages Administrative Assistant I position and work-study positions for facilities Services and security.
9. Manages and keeps track of all computer network access permissions for current and renewals for all GCA employees and all other network access permissions for outside contractors.
10. Other duties 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. February 2013

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Reporting Relationships:

Direction Received: Reports to Associate VP of Facilities and Construction

Direction Given: Provides direct supervision to assigned staff

Minimum Requirements:

Requires High School diploma or GED and completion of a minimum of one course beyond high school related to office or administrative support skills, advanced Microsoft Office skills to include word processing, spreadsheets, databases, graphics, web page development and 3 years of experience in an office environment working in an administrative support role.

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

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