

# **Sul Ross State University**

## **Position Description**

**Official Title:** Administrative Coordinator / BRI   **Salary Group:** (Unclassified) 2   **Job Code:** 4010

### **Summary**

Function: Provides highly skilled administrative assistance in a critical area.

Scope: Manages preparation of high priority and sensitive materials; exercises independent judgment in a wide variety of routine and complex office decisions.

### **Duties**

Essential:

- Assists the Borderlands Research Institute, the Institute Director, and the Senior Administrative and Publications Coordinator in office operations.
- Keeps various administrative fiscal records for reporting office funds and individual project expenditures.
- Requisitions and maintains supplies for office and research programs.
- Processes travel requisitions and vouchers for faculty, students and staff.
- Sends signed invoices to Accounting and tracks payments.
- Assists with bulk mailing of newsletters.
- Operates computer, utilizing advanced expertise for word processing, spreadsheet applications, and/or database management.
- Assists with donor database entry and filing, deposits donations.
- Processes new hire and continuing employment paperwork.
- Assists Senior Administrative and Publications Coordinator with supervising student office worker and student fleet assistant.
- Arranges appointments and manages correspondence for Institute and Director.
- Helps maintain event calendar.
- Maintains records and checkout calendar for fleet of research vehicles, satellite phones, and other equipment, and coordinates fleet repairs.
- Submits mileage reports to Physical Plant.
- Provides individuals and general public with information about the Institute and attends various functions to assist with events.
- Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Non-Essential: Duties unique to the Borderlands Research Institute and other duties as assigned.

### **Supervision**

Received: General supervision from BRI Director and Senior Administrative Coordinator.

Given: Assists with supervising student employees.

### **Education**

Required: Bachelor's Degree and experience managing office operations.

Preferred: Master's Degree.

### **Experience**

Required: Three to four years of related office experience or training.

Preferred: Five years of related experience, with part at SRSU or other university.

**Equipment/Skills**

Required: Standard office machines; advanced computer skills.

Preferred: Expertise in Excel and Word.

**Working Conditions**

Usual: Office conditions; standard hours; exempt from overtime provisions. Position is Security Sensitive.

Special: May be required to work evenings/weekends for departmental events.

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date revised: Nov 2022