

**Sul Ross State University
Position Description**

Official Title: Administrative Coordinator Library **Salary Group:** RC 6 (\$26,907) **Job Code** 4010

Summary

Function: Provides highly skilled secretarial assistance and relieves Library Dean of major sections or units of work.

Scope: Manages routine as well as non-standardized office or department clerical work flow; develops production methods and processes complex or large volumes of material.

Duties

Essential: Will serve as Records Retention Officer for Sul Ross State University. Performs tasks using word processing, spreadsheet, and/or database computer skills; keeps various administrative, fiscal, and/or academic records; handles and maintains confidential information; verifies documents for completeness and accuracy; composes correspondence; compiles complex reports which may include research, calculation, and composition; requisitions materials; serves as receptionist, provides individuals and general public with information on policies and procedures; makes arrangements for travel, meetings, and special programs, operates computer; may handle money. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Non-Essential: Departmental duties as assigned.

Supervision

Received: Broad instructions on policy and procedure; work occasionally reviewed by supervisor.

Given: May supervise students and other classified employees.

Education

Required: High school graduation with business courses or equivalent.

Preferred: College or business school courses.

Experience

Required:

Preferred: Four years secretarial experience or combination of training and/or experience.

Equipment/Skills

Required: standard office machines and word processing, spreadsheet skills

Preferred: advanced computer skills

Working Conditions

Usual: Office conditions; standard hours (8-5, M-F). Position is Security Sensitive.

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

Updated June 2019