

Sul Ross State University Position Description

Official Title: Administrative Coordinator/President's Office **Salary Group:** (Classified) 13
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 both the President's Office and External Affairs Office in office operations. Operates computer utilizing advanced expertise for word processing, spreadsheet applications, and/or data base management. Assigns and reviews work of small clerical staff. Keeps various administrative fiscal records for reporting office funds and individual project expenditures; prepares and/or verifies documents for accuracy such as annual reports, correspondence, etc. Requisitions and maintains supplies of office materials. Uses Banner for requisitioning supplies and compiling financial reports. Provides individuals and general public with information about the University and attends various functions to assist with events. Processes travel applications and vouchers for trips. Prepares annual mail outs as necessary. Prepares agendas, takes and transcribes minutes of committees as assigned. Maintains President's club membership records and prepares all bulk mailings of membership renewal forms, newsletters or correspondence to members. prepares and/or verifies documents for accuracy such as contracts and Board of Regents Reports; composes correspondence for signature; compiles complex reports which may include research, calculation, and composition; operates computer utilizing advanced expertise for word processing, spreadsheet applications, and/or data base management; operates administrative computer for entering data querying, and compiling reports; may maintain department web pages. Works closely with the VP for External Affairs to ensure timely correspondence and deposits of donations. Arranges appointments and manages correspondence for Development office. Maintains donor data base management and works extensively on Banner software for university donor management. 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 President's Office and External Affairs Office and other duties as assigned.

Supervision

Received: Broad instructions on policy and procedure.

Given: Supervises student and other classified employees.

Education

Required: High School with some college courses

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

Experience

Required: Four years of related office experience or training.

Preferred: Four 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 university events.

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

Date revised: September 2019