

Sul Ross State University Position Description

Official Title: Administrative Coordinator/Executive Vice President and Provost'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 the Executive Vice President and Provost (EVP&P) in office operations and in coordinating the work of the offices that report directly to the EVP&P and the Office of the Dean of the Rio Grande College. Coordinates the work of the office with the Texas Higher Education Coordinating Board. Has major responsibilities in special academic ceremonies and recognitions such as commencement, the honors convocation, and the Dean's List. Is responsible for editing, revising and posting the *University Catalog*, *Faculty Handbook*, and the *webpages for the Office of the EVP&P*. 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 including managing Higher Education Assistance Funds for academic 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.; 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. 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 Office of the Executive Vice President and Provost and other duties as assigned.

Supervision

Received: Broad instructions on policy and procedure.

Given: Supervises student and other classified employees.

Education

Required: Experience as Administrative Assistant or five years in office management.

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: March 2, 2017