

Sul Ross State University

Position Description

Official Title: Senior Administrative and Publications Coordinator

Salary Group: Unclassified 4

Job Code: 3816

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. Supervises two full-time staff members.

Duties

Essential:

BRI and BRF Administration

- Assists Borderlands Research Institute (BRI) and the Institute Director in office operations.
- Assists the Borderlands Research Foundation (BRF) in office operations.
- Trains and supervises BRI Administrative Coordinator.
- Handles incoming calls to the main BRI office and directs emails that come to bri@sulross.edu to the appropriate staff, faculty, and students.
- Keeps administrative fiscal records for reporting office funds and individual project expenditures.
- Operates computer, utilizing advanced expertise for word processing, spreadsheet applications, and database management.
- Manages budget reports for about 85 accounts every other month.
- Produces donor invoices and maintains invoice log.
- Maintains grants calendar, including report due dates and application deadlines.
- Updates grant documents in SharePoint, assists PIs with grant tracking.
- Processes incoming grant funds through appropriate channels.
- Processes gifts to BRI (prepares cashier memos for deposit, oversees database management, produces gift acknowledgments. Delegates some tasks to BRI Administrative Coordinator.).
- Processes gifts to BRF (prepares letters for deposit, oversees database management).
- Directs donor and constituent database management, delegating some duties and handling more complex tasks.
- General assistance with Capital Campaign.
- Assist with writing grant proposals.
- Assists Director with board reports and meetings, for both BRI and BRF.
- Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Publications, Outreach, Events

- Trains and supervises BRI Communications Coordinator.
- Oversees production of publications (*Borderlands Bulletin* newsletter, *Desert Tracks* print newsletter, *Borderlands News* Texas Wildlife Association articles, Research Reports, press releases, BRI and BRF website updates and maintenance, and social media presence).
- Creates quarterly reports for the TSUS Board of Regents and BRI and BRF Boards.
- Manages bulk mailings and correspondence with donors and other constituents.
- Provides individuals and general public with information about the Institute and attends various functions to assist with events.
- Helps organize the annual West Texas Conservationist of the Year award dinner.
- Helps organize the Trans-Pecos Wildlife Conference every four years.

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

Supervision

Received: General supervision from BRI Director.

Given: Trains and supervises Administrative Coordinator and Communications Coordinator, 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, experience with Banner Finance software. Expertise in Excel and Word.

Preferred: Training in Argos.

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: February 2022