

Sul Ross State University

Position Description

Official Title: Administrative and Publications Coordinator

Salary Group:

Job Code: 4010

Salary Group:Unclassified 2

Summary

Function: Provides administrative assistance to the Center for Big Bend Studies

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

Duties

Essential:

Administration

- Assists the Center for Big Bend Studies (CBBS) in office operations.
- Utilizes Banner for requisitioning supplies and compiling financial reports for each CBBS fund.
- Handles incoming calls to the main office and directs emails that come to cbbs@sulross.edu and to the appropriate staff, faculty, and students.
- Keeps administrative fiscal records for reporting office funds and individual project expenditures.
- Adds, edits, and removes items from the Marketplace online store, including CBBS merchandise, publications, and conference and banquet registrations.
- Makes arrangements for travel and prepares travel requisitions and vouchers.
- Receives and deposits money for sale of merchandise, membership, and conference fees.
- Conducts yearly inventory of SRSU equipment with assistance from other staff members.
- Maintains employee files for time sheets, leave requests, levels of access requested, etc.
- Operates computer, utilizing advanced expertise for word processing, spreadsheet applications, and database management.
- Manages budget reports for about 30 accounts every month.
- Produces donor invoices and maintains invoice log.
- Maintains grants calendar, including report due dates and application deadlines.
- Assists PIs with grant tracking.
- Processes incoming grant funds through appropriate channels.
- Processes financial gifts to CBBS (prepares cashier memos for deposit, oversees database management, produces gift acknowledgments).
- Directs donor and constituent database management.
- General assistance with fundraising and donor relations.
- Prepares agendas and packets, takes and transcribes minutes, and follows up on issues discussed at staff, Friends of CBBS Board, Advisory Council, Editorial Board, and Fundraising Committee meetings.
- Prepares various correspondence to boards, funders, associate members, and other entities.

- Works with printer for bids and final proofs of publications as well as advertisement posters, conference programs, and journals.
- Manages bulk mailings and correspondence with donors and other constituents.
- Provides constituents and the general public with information about the Center and attends various functions to promote the Center and sell publications and merchandise.
- Assists in obtaining and coordinating public outreach events and opportunities.
- Assists with CBBS Annual Conference and banquet; generates Calls for Papers; assembles information for registration brochure; registers attendees; assists presenters with needs; arranges for conference space, food, equipment, lodging and payment.

Non-Essential: Duties unique to the Center for Big Bend Studies and other duties as assigned.

Supervision

Received: General supervision from the CBBS Director and assistant Director.

Given: Trains and supervises office volunteers and student employees.

Education

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

Preferred: Master's Degree.

Experience

Required: 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 and public events. May be required to go out in the field to meet with landowners or donors.

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

Date revised: February 2024