



Office Coordinator -Student Life Office

Department: Student Life

FLSA Status: Non-Exempt

Grade/Level: N/A

Work Schedule: M-F; 8:30 a.m. to 5:00 p.m.; 12 months.

Job Status: 1.0 FTE

Reports To: Associate VP & Dean of Students

Amount of Travel Required: No travel required

Positions Supervised: Student Employees

POSITION SUMMARY:

Provides administrative assistance to the leadership and personnel of the Student Life office. Performs essential functions personally or in conjunction with internal constituencies and/or outside vendors.

ESSENTIAL FUNCTIONS (Duties and Responsibilities):

Reasonable Accommodations Statement

Reasonable Accommodations may be made to enable qualified individuals with physical or mental disabilities that substantially limit one or more "major life activities" to perform the essential functions. Essential functions exclude Other Job Function Statement(s).

Essential Functions Statement(s)

Coordinates the clerical and related support services for the department.

Provides administrative support for students, organizations, and programs whenever necessary.

Assists with budget administration and provides staff support to councils/committees.

Supports all aspects of opening and closing of school activities related to student life, including but not limited to room assignments, opening of school calendar, events and activities, move out processes and summer scheduling.

Hires, trains and supervises the workload and related responsibilities for assigned student-employees.

Performs secretarial/word-processing tasks and provides administrative assistance for the Associate VP & Dean of Students and other department personnel.

Compiles reports and establishes databases of information as needed. Maintains Student Life file system.

Coordinates billing for student conduct fines, housing damages and other chargeable items from Student Life.

Updates residential floor plans as changes occur in student living.

Tracks student conduct records and the database associated with student conduct and compiles a report at the end of each semester and academic year.

Coordinates purchase orders and related documents; responsible for the tax-exempt cards, to include checking cards in and out and following up with anyone who hasn't returned the cards.

Assists planning of department wide events.

Other Job Function Statement(s)

Assists with travel arrangements.

Provides support for meetings and related activities.

Performs other duties as assigned.

POSITION QUALIFICATIONS: (The **minimum** knowledge, skills, abilities, licenses, certifications, and behaviors necessary to perform the essential functions of the job at a fully acceptable level.)

KNOWLEDGE (Defines the mental aspects of the job. Knowledge is obtained through **education, experience, training, licensure, certification, or through a combination of the aforementioned.**)

Minimum: High School Diploma required. Associate degree (two-year college or technical school) preferred. Six months to one-year related experience.

LICENSE or CERTIFICATION (To include, but not limited to: State requirements, e.g., counselor or nurse; professional certification in a specified discipline, e.g., Certified Public Accountant.)

SKILLS (The **application of knowledge** by the manual, verbal, or mental manipulation of data, words, people, or things necessary to fully meet job expectations of the essential functions.)

To fully meet job expectations, an individual must:

- demonstrate proficiencies in Microsoft Office Suite or the equivalent.
- demonstrate proficiency in Ellucian database information management system.
- communicate effectively using a variety of styles and techniques appropriate to the audience.
- follow instructions and/or guidelines.
- organize daily work assignments and projects.
- analyze and solve basic problems.

ABILITIES (*Natural talents, developed proficiencies, and or other job-related requirements.* This section includes **observable behaviors or behaviors that produce observable** results necessary to fully meet job expectations of the essential functions.)

To fully meet job expectations, an individual must have the ability to:

- maintain regular and consistent attendance;
- use cognitive skills to solve problems;
- pay attention to detail;
- develop, plan, and implement short- and long-range goals;
- communicate effectively, to include conveying thoughts clearly and concisely, listening well, and asking appropriate questions as needed;
- work under pressure while maintaining a professional demeanor;

- work with and deal effectively with all levels of employees and students;
- model high standards of honesty, integrity, trust and ethical behavior.

BEHAVIORS (Required by the institution of all employees within a classification (exempt, nonexempt, managerial/supervisory) necessary to fully meet job expectations of the essential functions. and are formally reviewed during the annual performance evaluation process.)

To fully meet job expectations, the following must be demonstrated:

- Productivity - Completes all assignments on a timely basis.
- Accuracy - Ability to perform work accurately and thoroughly.
- Teamwork - Willingness and ability to work with others.
- Service Orientation - Exhibits a 'customer friendly' demeanor with internal and external customers.
- Attendance - Misses few days of work.
- Punctuality - Arrives on time.

PHYSICAL REQUIREMENTS: The following represent the physical requirements of the essential job functions: Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. Walking, sitting, bending/stooping, pushing/pulling and minimal unassisted lifting (up to 20 pounds) associated with the job duties is required.

WORK ENVIRONMENT: Typical office environment. May occasionally work in other locations on campus.

DISCLAIMER: The College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. *It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities.* Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.

EXPECTATIONS: To meet job, departmental and college expectations, the incumbent agrees to: apply and/or demonstrate the knowledge, skills, abilities, and behaviors needed to perform the duties and/or responsibilities listed above; engage in acceptable behavioral norms that may referenced in a job or departmental memo and the Austin College Operational Guide, in a fully acceptable manner. This job description may not be inclusive of all duties and or expectations. In addition, the College will supply you with resources for success that may include, but are not limited to: an updated job description, feedback, coaching, training, and performance appraisal. It is important to refer to your job description and any other applicable written or oral communication as all relate to work performance and expectations.

By signing this document, you acknowledge it has been reviewed with you by your supervisor, that you were given an opportunity to ask questions now and in the future, and that you understand and agree to fully meet job expectations.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Executive Signature: _____ Date: _____