



Office Coordinator

Department: Art/Music

FLSA Status: Non-Exempt

Grade/Level: N/A

Work Schedule: M-F; 7.5 hours per day; 10 months.

Job Status: 1.0 FTE

Reports To: Department Chair

Amount of Travel Required: None

Positions Supervised: Student worker(s)

POSITION SUMMARY:

Under general supervision, performs a variety of office support duties to include: greeting visitors or callers, providing information, creating or maintaining files, distributing mail, scheduling appointments/events/travel, completing requisitions or purchase orders, monitoring/maintaining supply levels, ordering equipment or supplies. Performs the essential functions of the position personally, or in conjunction with appropriate college employees 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) To fully meet job expectations, the incumbent must perform each function in a fully acceptable manner.

Provides secretarial support to include: greeting visitors or callers, providing information to general inquiries, directing or transferring non-routine inquiries to the appropriate department or personnel, taking messages; opening, sorting and distributing mail, taking notes (as directed); creating, completing and/or maintaining assigned calendars/schedules/forms; coordinating, scheduling or making arrangements for assigned events/tasks/travel.

Prepares, creates, reviews, and/or edits correspondence, documents, and webpage.

Monitors the day-to-day needs in the areas of supplies, equipment, and facilities for the departments, as appropriate, to include coordinating purchases with the appropriate personnel, obtaining proper authorization/signatures, ordering supplies and/or equipment as needed or directed, reporting building and/or equipment issues requiring maintenance or repair.

Records, reconciles and reports departmental expenditures. Maintains budget/expenditure spreadsheet by department.

Creates and maintains all paper and electronic files as needed for documentation purposes.

Provides administrative and publicity support for Communications, Media Studies and Theater department.

Other Job Function Statement(s) To fully meet job expectations, the incumbent must perform each function in a fully acceptable manner.

Participates, as needed, in student recruitment efforts.

Attends departmental, division or College meetings/events/activities as directed.

Supervises student workers' activities by assigning, scheduling or coordinating tasks. Approves timesheets.

Other duties as assigned.

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

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 Education/Experience: High school diploma or GED. 1 year of experience directly related to the functions specified.

(Completed degree(s) from an accredited institution that are above the minimum education requirement may be substituted for experience on a year for year basis.)

Desired Education/Experience: Bachelor's degree from an accredited institution. Higher education 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.) (N/A)

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

To fully meet job expectations, the incumbent must:

- utilize Microsoft Office (Word, Excel, Outlook) or appropriate alternative software effectively to create: documents, records, files, lists, reports, or communiqués;
- communicate effectively using a variety of styles and techniques appropriate to inform or persuade the intended audience.

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

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

- maintain regular and consistent attendance and arrive on time;
- solve problems, develop, plan and implement goals, organize work or assigned projects, follow instructions;

- complete tasks accurately and thoroughly on or before deadline(s);
- establish and maintain a good rapport with all levels of employees/students/third parties to include: working willingly and effectively, acting/dressing professionally, complying with College policy;
- maintain confidentiality regarding sensitive matters;
- model high standards of honesty, integrity, trust and ethical behavior.

PHYSICAL REQUIREMENTS: The following represent the physical requirements of the essential job functions: 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.

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 the supervisor 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.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Executive Signature: _____ Date: _____