

OFFICE COORDINATOR II					
Abbreviation:	Grade:	Union:	FLSA:	Code:	Job Group:
OFFICE COORDINATOR II	11	CTU	N		

CLASSIFICATION: OFFICE COORDINATOR II

### Basic Function

Provides high level administrative support for senior university officials organizing various academic programs, course scheduling, and curriculum related matters. Serves as a primary communication liaison to university officials for students, faculty, staff, administrators, and other university stakeholders. Ensures compliance with university requirements to ensure efficient operation. Maintains calendars, arranges meetings, and anticipates the needs of the department and officials supported.

### Characteristic Duties and Responsibilities

- Performs administrative support for university executives such as Deans, Directors, and Chairs.
- Schedules appointments, maintains calendars, coordinates meetings, and monitors day to day correspondence.
- Assists in the day-to-day management of college or department issues and ensures timely response to matters affecting the college or department.
- Utilizes high level security access to various university systems utilizing the appropriate software applications, consistent with established university policies and maintains records.
- Manages academic year course scheduling and course revisions for the college or department.
- Gathers data and information from a variety of sources, compiles, analyzes and prepares statistical data for generating reports as needed related to metric studies for the college or department.
- Utilizes university registrar database programs relating to student records and instructor support systems.
- Performs research as necessary to screen and relay sensitive information to the executive staff.
- Interprets university policies and administrative procedures and initiates necessary action.
- Completes a wide range of computer functions, including reports, tables, agreements, correspondence and other documentation.
- Other administrative duties as assigned to maintain overall operations of the unit.
- Performs duties normally associated with a Office Coordinator I order to assist in accomplishing the goals of the office or unit.

### Communication/Interpersonal Relationships

**Interacts with:**

- Supervisor/Office Staff - in order to receive instruction, verify information and provide requested materials.
- Faculty/Staff/Students/Public - in order to exchange information and assist in problem solving.
- Co-workers - in order to assist in the completion of duties.
- University Departments - in order to exchange information and coordinate jobs.
- Outside Agencies/Institutions - in order to order services or provide requested materials or information and to verify information.

**Responsibility for the Work of Others**

Lead worker over regular and student employees.

**Responsibility for Health and Safety of Others**

No assigned responsibility.

**Impact on Programs/Services/Operations**

Errors in the accuracy of collected or distributed data could cause incorrect decisions to be made by departments, University officials and/or external agencies, including budget allocations, and grant approvals. The quality of the work performed reflects upon the image of the Department, its staff, and the University as a whole.

**Work Environment**

Standard office environment. The job requires moderate physical effort and involves sitting in one position and viewing a computer screen 26-75% of the time.

**Education/Experience**

The job requires: knowledge equivalent to that which normally would be acquired in the first two or three years in college, technical school or a related field; one to three years of related and progressively more responsible or expansive work experience in a professional office setting, performing secretarial and administrative tasks, including experience with scheduling meetings, data entry, payroll processing, office machines, email and internet usage or in performing tasks related to the area of employment; experience in word processing, spreadsheet, mail merge, database, calendaring, publishing, and/or presentation software; or an equivalent combination of education and experience.

**Additional Requirements**

1. May require valid vehicle operator's license where needed to perform duties of the position.
2. Other skills and/or physical abilities required to perform duties of the position.
3. This position requires, or will require prior to the completion of the probationary period: knowledge of basic personal computer terminology and

operations, and the ability to use e-mail and the Internet.

**"This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty."**

**Date: 04/2015**

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