

OFFICE COORDINATOR					
Abbreviation:	Grade:	Union:	FLSA:	Code:	Job Group:
OFFICE COORDINATOR	10	CTU	N		

CLASSIFICATION: OFFICE COORDINATOR

Basic Function

Provides a wide range of administrative support activities to the university including collecting and compiling information and assisting callers or providing direction to proper resources when appropriate. This position handles incoming and outgoing correspondence and provides administrative support for various departments including Human Resources and payroll.

Characteristic Duties and Responsibilities

- Prepares administrative reports; gathers data and information from a variety of sources and performs research as necessary for students, staff, the public, and other customers.
- Develops, monitors, and maintains files on students, internal and external fund accounts, university operations and personnel.
- Reviews policies, procedures, and university offerings with students, and other customers to advise on options for resolution.
- Supports Administrators with the completion of assignments, gathering of information and coordinating of schedules.
- Assists in establishing financial reports and developing budget tracking systems.
- Provides assistance with administrative projects and ensures compliance with university policies and procedures.
- Prepares and reconciles departmental files and timesheets in SAP and serves as the fiscal liaison for multiple accounts.
- Completes a wide range of computer tasks, including correspondence, reports, tables, agreements and other documentation as needed.
- Reviews and gathers receipts and submits bills for department products and services.
- Coordinates with external agencies to exchange information, coordinate services, and arrange for student employment.
- Greets and screens visitors, customers, and other university stakeholders.
- Provides administrative support for individuals and other departments as needed.
- Schedules on and off campus seminars, meetings, and conferences and arranges for travel as required.

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; six months to one year of related and progressively more responsible or expansive work experience in customer service or in performing tasks related to the area of employment; 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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