



OHIO
UNIVERSITY

**Classification and Qualification
Standards**

Administrative Coordinator

ADMINISTRATIVE/TECHNICAL ROLE

Career Series: Administrative Support	Job Code: 40139 Grade: D	Date Established: 7/01/2001 (Rev. 2/01/03)	FLSA Category: NON-EXEMPT
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JOB SUMMARY

Under administrative direction, the highest level classification in the administrative support series has broad decision making authority, judgement and independence, and originates new concepts or approaches, policies and procedures and directs their implementation. This classification requires extensive knowledge of business administration and office practices and procedures in order to perform complex duties in supporting operations of a department or unit, and coordinates, directs, and manages special programs, functions, and activities. Supervision of this classification is generally in the form of program objectives and target dates. The position trains, directs, supervises and evaluates the work of others, and is highly accountable for the work of the unit.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Represents office as administrative liaison to internal and external contacts.
2. Resolves inquiries, and ensures compliance of policies and procedures.
3. Supervises, trains, completes performance evaluations, handles personnel issues, and coordinates work assignments of employees.
4. Prepares, controls, and monitors budget, and maintains accountability for budget expenditures.
5. Processes or authorizes office expenses.
6. Generates fiscal reports.
7. Oversees department files, databases, and reports.
8. Establishes procedures for handling, and maintaining confidential materials.
9. Coordinates calendar of appointments, meetings and travel itineraries, and schedules classrooms or conference rooms.
10. Plans, facilitates, and/or implements projects, special events, and/or programs.
11. Develops, designs, and maintains website, and other department publications.
12. Analyzes and resolves complex personnel or departmental problems.
13. Acts in the absence of administrator to perform non-routine, complex, and confidential administrative duties, and attend meetings.
14. Performs other duties as assigned.

Worker Characteristics (knowledge, skills & abilities to perform the job duties)

Knowledge of business or public administration; office practices, policies, and procedures; employee training and development; supervisory principles and techniques; databases; website development techniques*; public relations; and budget analysis. Skill in operation of computer and calculator. Ability to oversee daily operations of a department or unit; coordinate and direct special events, programs, or projects; develop, design, and maintain website and other department publications; and act as department liaison to internal and external contacts.

(*developed after employment)

Minimum education & experience required (including training, registration & licensure)

Completion of undergraduate core program in business or related field or 2 yrs. experience in business or public administration to include office practices and procedures; databases and web development techniques*; public relations, and budget analysis. 3 mos. training or 3 mos. experience in supervisory principles and techniques, and employee training and development. 3 mos. training or 3 mos. experience in operation of computer.

- Or equivalent of the education and experience listed above.

(*may be developed after employment)

This job specification describes the general nature and level of work being performed by people assigned to this classification. Employees may perform some or all of these duties. Examples listed do not preclude the performance of other duties similar in nature or in level of complexity