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| **Job Title:** Administrative and Events Coordinator | **FLSA Classification:**   * Non-Exempt ☐exempt |
| **Reports to:** Provost | **Location:** Austin, Texas |
| **Department:** Office of theProvost | **Division:** Academic Affairs |
| **Employment Category:**   * Full-Time ☐ Part-Time | **Paygrade:** 318 |

**PRIMARY PURPOSE OF POSITION**

This position supports the mission of St. Edward’s University by performing administrative duties for the Provost and the Provost’s Office.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

* Provide administrative support to Academic Affairs as directed by the Provost.
* Support activities for the administrators in the Provost’s office, including, but not limited to: answering phones and taking messages; preparing routine correspondence; researching and compiling information; meeting preparation including logistics, agendas and minutes; briefings and presentations; maintaining office files; and taking minutes of meetings in which, the Provost is involved, to include the Council of Deans.
* Prepare invoices for payment through the Banner System as directed by the Provost.
* Interact with the St. Edward’s University community; serve as point of contact for other offices on campus, schedule meetings and, when appropriate, serve on internal committees.
* Plan and coordinate the Provost Office’s sponsored special events including: fall and spring Commencement ceremonies, fall and spring Medallion Ceremonies, GradFest, Honors Night, Faculty Retirement Celebration, Emeritus Reception and Dinner, and General Faculty Meeting.
* Maintain and regularly update the Graduation Festivities and Faculty Support web pages.
* Serve as the office public point of contact, particularly for all Commencement inquiries and questions.
* Maintain inventory and order office supplies as needed.
* Other duties as assigned.

**QUALIFICATIONS**

* College degree preferred or equivalent combination of education and experience.
* At least five years progressively responsible administrative office management.
* Must be well organized, have excellent time management and organizational skills, good judgment to set priorities and complete assigned tasks, work independently with minimal supervision, and must be able to deal with matters in a tactful and highly confidential manner.
* Advanced Microsoft Office skills: excellent Word, Excel and PowerPoint skills on a PC platform with high accuracy and speed.
* Excellent interpersonal skills required, including a pleasant telephone manner.
* Successful completion of an employment and/or criminal history background check required.

**WORKING CONDITIONS**

If the job requires a person to work in special working conditions this should be stated in the job description. Special working conditions cover a range of circumstances from regular evening and weekend work, shift work, working outdoors, working with challenging clients, and so forth. (ADA, OSH Act, and Occupational Safety and Health Administration Standards

**PHYSICAL REQUIREMENTS**

* Physically able to lift various materials up to 25 pounds on an occasional basis.
* While performing required job tasks, physically able to bend, crouch and reach continuously.
* While performing required job tasks, physically able to remain seated, frequently to continuously.
* While performing required job tasks, physically able to remain standing up to 15% of the time.
* Possesses dexterity abilities required to operate a computer and other office equipment to perform related job responsibilities.

**SUPERVISORY RESPONSIBILITIES**

None

*This document describes the general purpose, duties and essential functions associated with this job and is not an exhaustive list of all duties that may be assigned or skills that may be required.*

*I have read and understand my job description and acknowledge that management reserves the right to change or reassign job duties or combine jobs at any time.*

Employee (Print Name): Date:

Employee (Signature): Date:

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|  | HR OFFICE USE ONLY: | |
| **Approved by:** | | *Signature of the person with the authority to approve the job*  *description* |
| **Printed Name of**  **Approver:** | | *Printed name of the person with the authority to approve the job*  *description.* |
| **Date**  **approved:** | | *Date upon which the job description was approved* |
| **Reviewed:** | | *Date when the job description was last reviewed* |