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| **Job Title:**  Administrative Coordinator | **FLSA Classification:**   * Non-Exempt ☐Exempt |
| **Reports to:**  Dean, School of Natural Sciences | **Location:**  Austin, Texas |
| **Department:** NSCI | **Division:** NSCI |
| **Employment Category:**   * Full-Time ☐ Part-Time | **Paygrade:** 318 |

**PRIMARY PURPOSE OF POSITION**

Provide administrative, clerical, and budget support to the faculty, staff, and students of the School of Natural Sciences.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

**Administrative & Clerical**

* Greet faculty, staff, and student visitors to the Dean’s Suite in a professional and friendly manner.
* Respond to general school inquiries and requests via phone and email, including syllabi requests, parking permits, and room reservations.
* Assist with the planning and logistics of school events including meetings, luncheons, workshops, seminars, and other special university-wide annual events (ie, Love Blue Give Gold, graduation, honors night, etc).
* Recruit, train, and supervise student employees when applicable.
* Maintain office supply inventory.
* Maintain appearance and functioning of common areas in JBWS and office equipment herein.
* Routinely post on social media accounts (Instagram & Twitter).

**Budget**

* Serve as liaison with the University Business Office.
* Assist with the formulation of procedures relevant to financial transactions in the School of Natural Sciences, as necessary.
* Monthly: reconcile budget-to-actuals, prepare and/or review P-card purchase reports and travel reports submitted by faculty and staff.
* Annually: prepare operational budgets, coordinate activities associated with the close of the fiscal year.

**QUALIFICATIONS**

* Bachelor’s degree preferred
* 1+ year of budget/finance-related experience; experience managing complex budgets involving multiple accounts, restrictions, and/or grants preferred
* Work experience in higher education preferred
* Ability to coordinate workload and manage multiple and competing priorities
* Excellent communication skills
* High level of competence in standard office software, including Excel
* Experience with or willingness to learn specialized software, including Smartsheet, Qualtrics, and Tableau
* Collaborative and friendly disposition

**WORKING CONDITIONS**

Primarily indoor office, with occasional errands on and off site. Work schedule: Monday-Friday, 8am-5pm with 1-hour lunch break midday.

**PHYSICAL REQUIREMENTS**

The expectations listed below are representative of the abilities that may be needed to fulfill the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Physical strength/endurance to enable him/her to perform/participate in the following activities:

* 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
* While performing required job tasks, physically able to remain seated, frequently
* Possesses dexterity abilities required to operate a computer and other office equipment to perform related job responsibilities

**SUPERVISORY RESPONSIBILITIES**

Student employees in the Dean Suite – when applicable.

*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* |