JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Administrative Coordinator

Job Code: 0392

Salary Grade: S08

FLSA Status: Non-Exempt

Job Family: Organizational Administration

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Job Responsibilities

Organizes, coordinates and performs clerical and administrative functions following established standards.

- Assumes day-to-day responsibility for organizing and coordinating specialized clerical functions.
- Answers questions, provides information and handles complaints for internal and external customers.
- Updates office procedures for a more efficient operation when necessary.
- Assists with preparation of budgets, controls delegated budgetary expenses and maintains budgetary records.
- Approves departmental expenditures within predetermined guidelines
- Reviews billing from contractors and vendors, adjusts as needed.
- Establishes and maintains filing systems including confidential documents.
- Assists with design and selection of departmental computer programs.
- Selects, supervises, trains and evaluates performance of assigned staff.
- Prepares staff schedules and monitors and approves time worked.
- Coordinates departmental personnel and payroll issues.
- Plans and coordinates special projects.
- Schedules appointments and makes travel arrangements
- Collects and disseminates information for internal and external customers
- Performs other related duties as assigned.

Minimum Requirements

Education:

Required: High School Diploma or GED.

Experience:

Required: 12 months office, clerical, or administrative experience.

Required Certifications or Licenses:

· None

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

· Basic math skills
· Advanced computer skills with wide knowledge of business software
· Proficient in Microsoft Office
· Detail oriented for accuracy of data and information
· Highly organized and able to handle multiple projects and deadlines

Working Conditions

Physical:
Communicate effectively. Engage in repetitive motion.

Environmental:
Standard office environment.

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