



## Administrative Support Coordinator

**Job Code:** 6524

**Salary Grade:** S07

**FLSA Status:** Non-Exempt

*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.*

### Duties and Responsibilities

Oversees and provides professional administrative support, financial management and budget planning for the department.

- Processes new hire and termination paperwork. Maintains personnel files and update the incoming and outgoing employee information.
- Oversees records maintenance, to include but not limited to inventory, personnel, and office files.
- Submits all paper PAF, EPAF, EDR, travel, and PET's.
- Update time supervisor approver in PeopleSoft, assign required trainings, and run reports.
- Manages approval process for payroll, leave accounting/reporting, and other financial matters
- Assists with developing, implementing, and interpreting policies and procedures, ensuring compliance with Federal, State and University policies and regulations.
- Assists with coordination and planning of program hosted events and programs/logistics.
- Negotiates with contractors and vendors.
- Selects, supervises, trains and evaluates performance of assigned staff.
- Coordinates and executes department events.
- May maintain budget and grant administration, account reconciliation, Pcard management, and OU Foundation funds.
- Performs account reconciliation to balance financial statement transactions to source documents and forecast cash flow and account balance.
- May prepare and reconcile Grant / Foundation reports and verify cash balance in accounts.
- Provides support with purchases, travel, policies and procedures, awards, funding requests, and reimbursement requests.
- Performs various duties as needed to successfully fulfill the function of the position

### Minimum Qualifications

**Education:**

Required: High School Diploma or GED.

**Experience:**

Required: 12 months office, clerical or administrative experience.

**Certifications or Licenses:**

None

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

### Knowledge, Skills, and Abilities

- Working knowledge of office procedures.
- Working knowledge of accounting processes.
- Ability to use a computer and calculator.
- Knowledge of Microsoft Office Suite (Outlook, Excel, and Word)
- Excellent interpersonal skills.
- Ability to work as a team member.
- Ability to complete tasks in an efficient and timely manner.
- Must be detail oriented.
- Ability to multitask, be organized, and self-motivated
- Ability to communicate verbally and in writing.
- Basic math skills.

### Working Conditions

**Physical:**

Sit for prolonged periods. Use of a computer. Manual dexterity. Communicate effectively. Engage in repetitive motion.



JOB DESCRIPTION

*The* UNIVERSITY of OKLAHOMA

Environmental:  
Standard Office Environment

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