

## Senior Administrative Coordinator

**Job Code:** 7525

**Salary Grade:** S09

**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

Manages and coordinates administrative and personnel functions in a department or college.

- Serves as a primary point of contact for departmental administrative and personnel functions.
- Coordinates with Human Resources Department on various issues.
- Provides oversight of department payroll coordination and supervises staff.
- Acts as payroll coordinator as needed.
- Advises on appropriate practices and processes.
- Responsible for continuous improvement of departmental processes.
- Assists with the development, implementation, and interpretation of policies and procedures, ensuring compliance with federal, state and university policies and regulations.
- Coordinates and carries out projects or assignments requiring initiative, independent action and specialized knowledge or expertise.
- Serves on committees as needed.
- Performs various duties as needed to successfully fulfill the function of the position.

### Minimum Qualifications

**Education:**

Required: Bachelor's degree.

Equivalency/Substitution: Will accept 48 months of job-related experience in lieu of the Bachelor's degree for a total of 84 months of related experience.

**Experience:**

Required: 36 months of related experience.

**Certifications or Licenses:**

- None

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

### Knowledge, Skills, and Abilities

- Proficient in Microsoft Office
- Detail oriented for accuracy of data and information
- Highly organized and able to handle multiple projects and deadlines
- Strong initiative to solve problems
- Proficient writing skills for drafting correspondence, summaries, and other required reports
- Ability to work independently

### Working Conditions

**Physical:**

Ability to engage in repetitive motion and communicate effectively.

**Environmental:**

Standard office environment.

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