JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Administrative Supervisor

Job Code: 8800

Salary Grade: S08

FLSA Status: 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.

Job Responsibilities

Provides leadership and oversight for the administrative operations within a university department or academic unit. This role ensures smooth office functions, supports faculty and staff, coordinates administrative processes, and promotes effective communication among stakeholders.

- Oversees daily office operations, including scheduling, correspondence, and record-keeping to support faculty, staff, and students.
- Coordinates logistics for meetings, committees, academic events, workshops, and special projects.
- Manages departmental communications, including responding to inquiries and facilitating information flow between faculty, students, and university offices.
- Supports budgeting and financial tracking, including processing purchase orders, reimbursements, and expense reports in compliance with university policies.
- Maintains compliance with university regulations, standards, and data privacy policies
- Oversee office operations such as scheduling, communication, procurement, facility management, and vendor relationship
- Assists in preparation of reports, proposals, and documentation required by university administration or external bodies.
- Develop, implement, and enforce office policies, procedures, and standards to optimize workflow and ensure compliance with department and university goals.
- Serves as a liaison between the department and other university offices
- Supervises, trains, and evaluates the performance of assigned staff
- Manages communications, including correspondence, phone calls, and inquiries
- Monitors and report on administrative metrics, including workflow, productivity, and resource allocation.
- Leads special projects and process improvement initiatives as assigned
- Serves as primary point of contact for office-related inquiries and issues
- Conducts onboarding, training, coaching, mentoring of new staff
- Performs other duties as assigned

Minimum Requirements

Education:

- Bachelor's degree

Equivalency/Substitution: Experience or a combination of education & related experience can be considered in lieu of degree. A one-to-one ratio is used to determine the number of years of experience required in place of a degree.

Experience:

- 3 years of office management, administrative experience, or related field

Required Certifications or Licenses:

- None

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

Knowledge, Skills, and Abilities

Strong leadership and team management skills.
Excellent organizational and multitasking abilities.
Proficient in Microsoft Office Suite
Exceptional written and verbal communication skills.
Ability to analyze processes and recommend improvements.
High level of professionalism and discretion.
Ability to exercise independent judgment and use data in decision-making

Working Conditions

Standard office environment.
Occasional overtime or extended hours may be required to meet deadlines or support special projects.
Ability to sit or stand for extended periods.
Ability to lift office supplies or equipment weighing up to 15 lbs.

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