

Office Administrator

Job Code: 8803

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.

Duties and Responsibilities

Responsible for overseeing daily office operations ensuring efficient execution of academic and administrative processes. Including managing departmental communications, coordinates meetings and events, and maintains accurate records in compliance with university policies and federal regulations. Supports budgeting, purchasing, scheduling, and personnel-related tasks while acting as the primary liaison between the department and various university offices.

- Manages and maintains accurate records, including filing systems (digital and paper), vendor contracts, employee information, and office documents
- Drafts, proofreads, and edits correspondence, reports, internal communications, meeting materials, and presentations for leadership and department heads
- Monitors incoming communications (calls, emails, mail) and respond or delegate appropriately
- Provides direct administrative support to leadership, including calendar management, meeting coordination, travel arrangements, and expense reporting
- Schedules meetings, prepare agendas, record and distribute meeting minutes, and follow up on action items as needed
- Orders office supplies, monitor inventory, and ensure all equipment is functional and maintained
- Serves as the primary point of contact for the department on facility issues, coordinating repairs, cleaning services, and maintenance
- Supports onboarding and offboarding processes by preparing workspaces, distributing equipment, and processing related paperwork
- Reviews clerical workflows and recommend process improvements to increase efficiency and accuracy
- Ensures department procedures and policies are followed consistently and updated as needed
- Communicates with external vendors, departments, and service providers; track invoices, process payments, and maintain vendor files.
- Monitors departmental budgets and process routine financial transactions, such as purchase orders, reimbursements, and invoice approvals using university system
- Collects, reconciles, and submits department expense reports; monitor adherence to budget spending policies.
- Maintains confidentiality of sensitive documents and employee or client data
- Acts as the primary liaison for faculty, staff, students, and visitors, addressing inquiries, managing scheduling, coordinate services, and communicating office procedures
- Plans and coordinates department special events, including logistics such as space reservations, catering, AV setup, and guest travel
- Performs other duties as assigned

Minimum Qualifications

Education:

- Bachelors 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 experience in office management, administrative coordination, or related roles

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 Suite (Word, Excel, Outlook, PowerPoint)
- Excellent organizational skills with the ability to prioritize tasks and manage multiple deadlines effectively.
- Strong verbal and written communication skills, including the ability to draft clear correspondence and reports.
- Ability to maintain confidentiality and exercise discretion in handling sensitive information.
- Familiarity with budget management, procurement processes, and financial reporting
- Ability to adapt to changing priorities and work collaboratively in a fast-paced academic environment.



JOB DESCRIPTION

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- Customer service skills to interact professionally and courteously with faculty, staff, students, and external partners.
- Detail-oriented with strong problem-solving and decision-making abilities.
- Ability to coordinate and execute complex scheduling, event planning, and project management tasks.
- Ability to build and maintain productive working relationships across multiple university departments and external vendor

Working Conditions

- Standard office environment
- Prolonged periods of sitting, using a computer and other standard office equipment
- May involve handling confidential information and adhering to university policies regarding privacy and data security
- May occasionally need to walk across campus or between buildings for meetings or to coordinate services with other departments

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