

# MARIST COLLEGE

Office of Human Resources

## Administrative Coordinator (CL-1)

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### Department

Fashion, Registrar, School of Communication & The Arts, School of Computer Science & Math, School of Continuing Education, School of Liberal Arts, School of Management, School of Science, School of Social & Behavioral Sciences, Student Affairs

### Summary

Provide specialized office support to a dean and department by creating correspondence, processing and compiling information, exercising independent judgment, coordinating calendars and events, and preparing reports

### Duties and Responsibilities

- Serve as initial contact over the phone, in person and online, for students, parents, faculty, staff and the general public. Answer questions as able or refer inquiries to appropriate person
- Schedule appointments and maintain staff calendars
- Screen and prioritize office mail
- Coordinate and supervise department wide events
- Create correspondence on behalf of dean and department. Proofread documents
- Input data into department computer system. Information may be of a confidential nature
- Process information, including faculty contract preparation
- Complete or oversee office purchases
- Reconcile information such as financial records, travel expenses, etc
- Review and manage department budget including Professional Development Funds, as assigned
- Complete individual tasks and exercise judgment as permitted
- Train and supervise student workers
- Possess intimate knowledge of entire institution as required by position
- Consistently demonstrate courtesy, tact, professionalism and the ability to handle difficult people
- Perform other job-related duties as required

### Requisite Skills

- 3C-Advanced Calendar Manager  
Consistently demonstrates ability to manage calendar (tasks, meetings, events, schedules, correspondence) of supervisor and/or department, schedule meetings without consultation with supervisor, and notify participants
- 5C-Advanced Written Communication  
Consistently demonstrates ability to create complex correspondence with speed and accuracy. May be required to communicate or respond independently, utilizing advanced knowledge of supported word processing software
- 6C-Advanced Office Organization  
Consistently demonstrates ability to independently manage operational aspects of the office including time management, event supervision, project timelines, and confidential papers. Consistently demonstrates ability to file documents and records using complex filing procedures, as well as a strong knowledge of retention policies
- 7C-Advanced Record & Data Processing  
Consistently demonstrates ability to process forms and records and generate reports utilizing systems such as SIS, IAPROD, Focus and Banner. Demonstrates ability to independently investigate and resolve complex problems such as missing or inaccurate data. Consistently demonstrates extremely strong attention to detail
- 9C-Advanced Auditing & Data Reconciliation  
Consistently demonstrates ability to reconcile records for accuracy and integrity. May need to create and track budgets or purchase orders. Errors are located using extremely keen attention to detail. Errors committed are of great severity, and overall risk to institution is high
- 15C-Advanced Interpersonal Communication  
Consistently demonstrates high communication skills, and sensitivity to the concerns or interests of others in conveying information. Demonstrates the understanding of factual information and the use of persuasion tactics to help others identify solutions or possible alternative courses of action
- 16C-Advanced Judgment  
Consistently demonstrates ability to reference operational procedures within department on diversified projects and situations requiring independent assessment