Office Coordinator

Job Title: Office Coordinator

Classification: C3

Department: Institutional Marketing

**JOB SUMMARY**

Provide support for managing the budget, scheduling, clerical work, and record-keeping for Institutional Marketing. Discretion and/or judgment concerning the procedures to use or policies to follow is required.

**RESPONSIBILITIES**

**Essential Functions:**

* Receives information in various forms and determines the appropriate method of processing.
* Responsible for the coordination/completion and the quality of the clerical work for the department which includes answering telephones, providing information, or routing calls to appropriate person; opening and routing incoming mail and prepare outgoing mail.
* Generates reports, memorandums, correspondence, and other similar materials using computer systems.
* Clerical support for estimating print projects.
* Responsible for creating, maintaining, and updating paper and/or digital files, spreadsheets, and record keeping systems.
* Compiles and logically formats reports.
* Disseminates information that may require explanation and interpretation of established university and departmental policies and procedures, and directs individuals to sources of additional information.
* Monitors departmental budget, creates and reviews budget reports, and reconciles reports with the department’s records.
* Processes payables, receivables, distributes invoices to project managers for approval, and processes them through OnBase, including interdepartmental charges.
* Processes purchase orders and requisitions.
* Contacts vendors regarding proper vendor payment procedures.
* Performs and coordinates scheduling tasks and support services associated with convening meetings with people internal or external to GVSU. Includes reserving rooms and equipment needed, confirmation of attendance, and arranging for parking and catering.
* Processes travel and expense reimbursement requests and provides support for travel arrangements.
* Responsible for ordering office supplies and equipment repair; processes associated university forms.
* Recruits, hires, and supervises one FTE of student employees to work the front desk.
* Process student employee UltraTime and maintain appropriate records monitoring available dollars.
* Manages/maintains supervisor’s schedule.
* Coordinates clerical duties associated with staff searches and adjunct employee contract renewals.
* Conducts special projects and assignments as directed.
* Coordinates special events and functions.
* Coordinates and maintains departmental resources, i.e. library, handouts, subscriptions, memberships.
* Distributes Fall Arts posters throughout West Michigan and maintains a spreadsheet of locations.
* Other related duties as assigned.

**Required Qualifications:**

* High school graduate.
* Minimum of three years of related work experience and/or relevant training.
* Demonstrated experience to successfully work under pressure and meet deadlines.
* Demonstrated experience to successfully maintain positive intercultural and interpersonal relationships.
* Demonstrated experience to successfully operate office equipment.
* Demonstrated experience to successfully provide quality customer service.
* Demonstrated experience to successfully maintain satisfactory work performance and attendance records.
* Possess strong verbal and written communication skills.
* Excellent grammar and proofreading skills.
* Typing and spelling competency.
* Demonstrated experience to successfully use various computer software applications.
* Demonstrated experience to successfully work independently, organize own work, and coordinate work activities of students.
* Demonstrated experience in scheduling many-member meetings.
* Demonstrated experience to successfully perform mathematical calculations with speed and accuracy.

**Preferred Qualifications:**

* Some college course work.
* Higher education work experience.
* Supervisory experience.
* Proficiency in Microsoft Office, Banner, and OnBase.

**Supervision Received:**

Receives general instruction from a designated supervisor but is generally expected to work independently.

**Supervision Exercised:**

Hire, train, supervise, schedule, and coordinate the work of student employees.

**Physical Demands:**

* To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Must have the physical stamina to work 8 hours per day, 5 days per week. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
* The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

For questions regarding employment, email Human Resources. TDD Callers: Call

Michigan Relay Center 1-800-649-3777.