Coordinator I
Grade 54

Summary

Works independently performing a wide range of complex and confidential administrative and clerical duties to support program/event/forum/business unit. Communicates with and provides services to a wide range of internal and external contacts. Anticipates and resolves problems; updates supervisor on status of projects. May oversee work of support staff, students, casuals and temps.

Typical Duties

1. Coordinates, and has direct responsibility for, a project or specific set of tasks related to a function or program or department/business unit.

2. Organizes and implements administrative systems and procedures performing necessary support duties.

3. Serves as principal source of information on established unit/project/program policies and advises faculty, students or staff.

4. Draft, edit and prepare correspondence, reports and other material using word processing, spreadsheets and/or databases.

5. Prepares and maintains unit's records (such as financial, personnel, administrative, student) reviews complex documents, reports, etc., to assure compliance with University requirements and/or government regulations, and notifies supervisor of unusual situations.

6. Provides for smooth day-to-day flow of communications within the unit.

7. May arrange for use of facilities and advise availability of service within and outside the University for gatherings such as conferences and seminars. Uses a pre-assigned event/function budget; assigns and coordinates down, classroom, AV and other facilities on behalf of program; makes recommendations for food and activities for participants.

8. May monitor and reconcile budget(s) including grants, maintains financial documentation, provides information, research, statistics, and analysis. Makes recommendations on expenditures towards a defined budget.

9. May assist in preparation of grant proposals; may provide policy interpretation on grant parameters.

10. May act as liaisons with related programs or projects of other universities or with government agencies, keeping the supervisor informed of relevant information.

11. May assist in interviewing, training, scheduling and distributing work to other staff members, students, casuals and temporary workers.

12. May serve as IT point person for department; may maintain web page with comprehensive department/program news and information.

13. Contributes to unit goals by accomplishing related duties as required.

Typical Requirements

Education: College degree preferred, or an equivalent of education plus relevant experience in an office environment.

Skills and Experience: Three of more years of related experience. Education beyond high school may count towards experience. Excellent interpersonal and communication skills required. Ability to prioritize work in an environment with multiple and conflicting interests. Ability to work independently with minimal supervision. Ability to handle complex and confidential information with discretion. Competency using a variety of computer software. May be tested on appropriate computer skills as required. Keyboarding speed (wpm) may be required as appropriate to job duties.

Note: This is a model job description reflecting a sample of typical duties. It is intended to suggest a general level of skill and complexity and as such is not a substitute for the local, specific descriptions for individual jobs.