

**POSITION DESCRIPTION**

<b>Position Title:</b>	Administrative Coordinator
<b>Department:</b>	Foundation and Alumni Association
<b>Time Assignment:</b>	Full time
<b>Exemption Status:</b>	Non-Exempt
<b>Reports To:</b>	Vice President of Outreach
<b>Effective:</b>	April 2017

**Position Summary:**

Provide competent, well-organized administrative and clerical support to the senior vice president and three vice presidents of the Foundation and Alumni Association in support of the day-to-day operation of their offices.

**Primary Responsibilities:**

1. Administrative Support
  - a. Manage and maintain schedules of the senior vice president and three vice presidents including internal and external obligations, meetings and conferences, and travel arrangements
  - b. Coordinate and prioritize daily calendars and obligations to ensure business objectives are met
  - c. Provide support for meetings including preparing agendas, reserving rooms, sending appointments, recording and distributing minutes
  - d. Independently investigate assigned problems, determine method of research, data and information requirements as well as analyze techniques
  - e. Provide support to the senior vice president and vice presidents managing expense reports ensuring accuracy and appropriate documentation according to policy (i.e. credit card statement reconciliation, preparing expense reimbursement request forms)
  - f. Prepare reports as requested by collecting, analyzing and compiling information
  - g. Maintain and update records
2. Clerical Support
  - a. Draft and edit correspondence, memos, presentations and other documents and communication
  - b. Greet customers, receive and screen incoming calls, answer routine inquiries, and route calls to appropriate personnel in a courteous and efficient manner
  - c. Establish, develop, maintain and update paper and electronic filing systems
  - d. Support and maintain office policies and procedures
3. Project Assistance
  - a. Complete projects and special assignments by establishing objectives, determining priorities, managing time, gaining cooperation of others, monitoring progress, problem-solving, and making adjustment to plans
  - b. Work independently and within a team on special nonrecurring and ongoing projects
4. Other duties as assigned

**Essential Functions:**

1. Set priorities, develop a work schedule, monitor progress towards goals, and track details/data/information/activities.

Tasks:

- a. Ability to efficiently operate a personal computer and associated software (Outlook, Word, Excel, etc.)
- b. Ability to maintain files accurately, in paper and in software programs
- c. Ability to maintain records and prepare reports
- d. Ability to handle multiple tasks simultaneously
- e. Ability to plan, prioritize and meet deadlines
- f. Ability to handle multiple tasks simultaneously

2. Establish and maintain positive working relationships with others both internally and externally to achieve the goals of the organization.

Tasks:

- a. Ability to interact in an effective and appropriate manner with diverse populations, internal staff, University community and the public

3. Work cooperatively and effectively with others to resolve problems and make decisions that enhance organizational effectiveness.

Tasks:

- a. Ability to maintain confidentiality of records and information
- b. Ability to display excellent judgment and decision making
- c. Ability to follow through on projects with little supervision
- d. Ability to spot problems

4. Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.

**Minimum Qualifications:**

1. High School Diploma or equivalent
2. 3-5 years' related work experience as an administrative support professional
3. Proven ability to handle confidential information with discretion, be adaptable to various competing demands, meet deadlines in a fast pace environment, and demonstrate the highest level of customer service and response
4. Strong organizational skills and attention to detail
5. Forward looking thinker, who actively seeks opportunities and proposes solutions
6. Demonstrated proactive approaches to problem-solving with strong decision-making capability
7. Highly resourceful team-player, with the ability to also be effective independently
8. Effective listening and verbal communication skills
9. Excellent attention to detail
10. Proficient skills with technology to include Microsoft Word, Excel and Outlook

**Preferred Qualifications:**

1. Associates degree or higher
2. 5+ years' related work experience as an administrative support professional

**Physical Demands:**

Lifting 25 lbs. maximum. Transport boxes and other items. Manage long periods of computer work i.e.: eye strain and sitting at a desk. Manage long periods of standing while working at events.

**The position description is not intended to be an all-inclusive list of job responsibilities, duties and requirements: but to describe the standard level of work being performed. Employees may be required to perform other duties as**

**assigned or as required by the needs of the business. The NDSU Foundation and Alumni Association reserves the right to add or change the duties of the position at any time.**

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Employee's Signature

\_\_\_\_\_  
Date

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Supervisor's Signature

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Date