

# UNIVERSITY OF SOUTHERN CALIFORNIA

## Administrative Services Coordinator I

Job Code: 111027

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Grade:	H
OT Eligible:	No
Comp Approval:	12/6/2004

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### JOB SUMMARY:

Provides a variety of administrative services. Assists in management of department operations, as assigned. Typically reports to senior business officer or administrative services director. Oversees administrative support functions, as assigned. This position supervises clerical, secretarial, and/or other administrative support functions, rather than directly performing these duties.

### JOB ACCOUNTABILITIES:

<u>*E/M/NA</u>	<u>% TIME</u>	
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_____	_____	Serves as office manager. Supervises at least two full-time staff or the equivalent, coordinates personnel actions for department staff and/or faculty, oversees records and filing systems, controls equipment and supplies, and coordinates electronic information systems and facilities and space planning for operations and staff reporting to supervisor. Examines workflow and revises processes to improve efficiency, as needed.
_____	_____	Coordinates implementation of department policies and procedures. Maintains currency or revisions to department, school and/or University policies and procedures. Develops forms, flowcharts, systems requirements, etc., to facilitate implementation.
_____	_____	Reviews and prioritizes incoming calls and correspondence on behalf of supervisor. Responds to inquiries or refers to supervisor, as appropriate.
_____	_____	Acts as liaison between supervisor and sensitive, confidential or high-profile contacts outside of the department.
_____	_____	Acts as liaison between supervisor (and/or other senior department administrators) and their subordinates for communicating information, assignments, priorities and special requests. Monitors status of pending items and follows-up, as needed.
_____	_____	Assists in budget development by gathering, analyzing and reporting data. Provides projections and recommendations, as requested. Monitors assigned budget lines and reports variances.
_____	_____	Researches, gathers, organizes and summarizes data for reports. Analyzes data for trends or conclusions and presents results and recommendations to supervisor.
_____	_____	Assists in fundraising activities. Researches and identifies funding sources, proposal requirements, deadlines, etc. Coordinates preparation and submission of proposals and all auxiliary materials.
_____	_____	Assists in contracts and grants administration. Monitors budgets, prepares and submits reports. Interacts with University contract administrators and funding agency officers to provide information, resolve problems and coordinate on-site visits.

\_\_\_\_\_ Coordinates department public relations functions, as assigned, which may include special events, conferences, seminars, etc. Negotiates with vendors for sites, facilities, catering, guest accommodations, etc. Coordinates production of promotional materials.

E \_\_\_\_\_ Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with University Public Safety Department. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of University's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.  
  
Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

**\*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.**

**EMERGENCY RESPONSE/RECOVERY:**

Essential:  No

Yes In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**

- Bachelor's Degree
- Combined experience/education as substitute for minimum education

**Minimum Experience:**

2 Years

**Minimum Field of Expertise:**

Office management

**Preferred Education:**

Bachelor's Degree

**Preferred Experience:**

3 Years

**Preferred Field of Expertise:**

Office management combined with knowledge of university policies and procedures

**Skills: Other:**

- Analysis
- Assessment/evaluation
- Budget control
- Communication -- written and oral skills
- Conflict resolution
- Counseling

- Interviewing
- Knowledge of applicable laws/policies/principles/etc.
- Organization
- Planning
- Problem identification and resolution
- Research
- Scheduling
- Staff development
- Supervisory Skills
- Teaching/Training

**Skills: Machine:**

- Adding Machine
- Calculator
- Computer Network (Department or School)
- Computer Network (University)
- Computer Peripheral Equipment
- Fax
- Personal Computer
- Photocopier
- Word Processor

**Supervises: Level:**

Supervises employees and student workers

**Supervises: Nature of Work:**

- Administrative
- Clerical/Secretarial

**SIGNATURES:**

**Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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