

Legacy UMDNJ Generic Job Description

Job Title: Administrative Coordinator 1
Department: Generic
Facility:
Reports to: Director and Associate Director

SUMMARY

Performs and coordinates a wide variety of administrative activities within the department. Coordinates office support operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Plans and schedules the work of the section to make maximum effective utilization of employees, equipment and material within budgetary requirements.

Coordinates office operations, including: forms, secretarial/clerical work, space and office equipment, internal reporting systems and ordering supplies and materials. Suggests methods for office improvement.

Performs studies and prepares reports on the non-technical aspects of the department. Researches and compiles data, performs analyses and submits conclusions and recommendations.

Serves as principal liaison between department and administrative units such as Purchasing, Human Resources, IST, Accounting and Payroll.

Coordinates fiscal procedures within the unit, including budget implementation and control. Ensures that expenditures are in accordance with the allocation of funds.

Prepares budget recommendations, documenting previous expenditures, compiling necessary data and preparing justifications for projected expenditures.

Maintains time and attendance records, schedules vacations.

Keeps abreast of University regulations, policies and procedures and explains these to staff and students.

Expedites and coordinates services such as maintenance, service and repairs, supplies and mail.

Supervises the maintenance of records and files.

Prepares answers to correspondence for supervisors signature.

Understands and adheres to legacy UMDNJ compliance standards as they appear in the Corporate Compliance Policy, Code of Conduct and Conflict of Interest Policy.

Keeps abreast of all federal, state and Rutgers University regulations, laws and policies as they presently exist and as they change or are modified.

Performs other duties as assigned.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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.

EDUCATION and/or EXPERIENCE

Bachelor's Degree plus two (2) years of administrative experience in a government agency, university setting or large business office with responsibility for office management, preparation of reports, supervision of staff, etc. Additional related experience may be substituted for the degree on a year for year basis. Must be proficient in computer applications as required by the department.