**Administrative Coordinator II Standard Job Description**

**Classification Title:** Administrative Coordinator II

**FLSA Exemption Status:**Exempt

**Pay Grade:** 9

**Job Description Summary:**

The Administrative Coordinator II works under general supervision and coordinates administrative support for a unit or specialized activity to include the exercise of discretion and independent judgement with respect to matters of significance.

**Essential Duties and Responsibilities:**

**40% Administrative Support Coordination**

* Coordinates administrative support functions.
* Plans and coordinates administrative activities and services.
* Monitors office procedures and ensures adherence to office protocols.
* Reviews and signs documents for supervisor.
* Attends meetings or committees on behalf of supervisor.
* Prepares and reviews operational and special reports.
* Coordinates office records retention and maintains office references and resource materials.
* Coordinates travel arrangements and prepares itineraries.
* Plans and coordinates meetings, seminars, and other special events.
* Coordinates the maintenance of office supplies and equipment.
* Makes recommendations for process improvements or administrative changes.
* Supervises, trains, and evaluates the work of others.

**20% Compliance and Policy Implementation**

* Develops and maintains knowledge and understanding of relevant state guidelines.
* Interprets and applies guidelines to assist in determining residency status for students.
* Analyzes incoming inquiries and provides proper instructions for resolution.
* Reviews student records and analyzes situations to determine eligibility for tuition rebates.
* Coordinates with external departments for compliance with scheduling and registration rules.
* Works with stakeholders to resolve issues concerning access to teaching space.
* Ensures the integrity of data by monitoring submissions and identifying issues.

**10% Special Projects and Reporting**

* Performs special analyses and project summaries.
* Prepares documentation for appeals submitted to relevant panels.
* Assists in the development of college-level guidelines and protocols.
* Conducts new user training for scheduling systems.
* Coordinates continuous review of classroom utilization for efficiency assessments.

**10% Communication and Stakeholder Engagement**

* Serves as a primary point of contact for inquiries related to registration administration.
* Maintains systems utilized for class schedule development and user security/access.
* Responds to non-routine requests regarding state policies.
* Consults with colleges and departments on best practices related to scheduling and registration.
* Prepares and takes minutes at meetings.
* Manages correspondence and communications for the office.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* Bachelor's degree or equivalent combination of education and experience.

**Required Experience:**

* Three years of experience in office administration.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Knowledge of word processing, spreadsheet, database, and presentation applications.
* Interpersonal and communication skills.
* Planning and organization skills.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**