**Senior Administrative Coordinator I Standard Job Description**

**Classification Title:** Senior Administrative Coordinator I

**FLSA Exemption Status:**Exempt

**Pay Grade:** 11

**Job Description Summary:**

The Senior Administrative Coordinator I works under direction 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. Supervises assigned staff.

**Essential Duties and Responsibilities:**

**40% Administrative Coordination**

* Coordinates administrative support functions.
* Plans and coordinates administrative activities and services.
* Supervises assigned staff and determines work priorities.
* Participates in the planning and execution of administrative operations.
* Monitors project timelines and identifies issues.
* Develops administrative objectives and strategies.
* Formulates and implements management policies or operating practices.
* Assists in the development of budget and financial records management.
* Monitors compliance with policies and procedures.
* Coordinates office records retention and maintains office resources.
* Acts as a liaison with relevant teams and departments.

**20% Support for Leadership and Staff**

* Provides advanced administrative support to the leadership team while maintaining confidentiality.
* Serves as the direct contact to staff by providing guidance on administrative activities.
* Prepares and reviews operational and special reports for leadership.
* Coordinates travel arrangements and prepares itineraries for administrators.
* Communicates objectives and decisions to staff on behalf of leadership.
* Evaluates documents submitted for administrator’s signature.
* Serves as backup for the property officer and assists with inventory certification.
* Provides expert advice to program directors regarding administrative procedures.

**10% Event Planning and Coordination**

* Plans and coordinates meetings, seminars, and other special events.
* Makes arrangements for visitors and dignitaries.
* Organizes and tracks agenda items for committee meetings.

**10% Records Administration and Compliance**

* Coordinates and supervises the processing of student record updates.
* Ensures compliance with state, local, and federal guidelines regarding records management.
* Researches and communicates relevant policies and procedures regarding academic records.
* Monitors document management tasks and evaluates process improvements.
* Coordinates the archival and preservation of academically related documents.

**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:**

* Six 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.
* Ability to organize work effectively and prioritize objectives with a high level of discretion and independent judgment and initiative.
* 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**