**Senior Administrative Coordinator II Standard Job Description**

**Classification Title:** Senior Administrative Coordinator II

**FLSA Exemption Status:**Exempt

**Pay Grade:** 12

**Job Description Summary:**

Senior Administrative Coordinator II 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:**

**30% Administrative Coordination**

* Coordinates administrative support functions.
* Supervises assigned staff and determines work priorities.
* Develops and approves schedules and standards for achieving goals.
* Plans and executes administrative operations.
* Assists in the development of administrative processes and procedures.
* Analyzes internal processes and recommends procedural changes.
* Monitors compliance with policies and procedures.
* Plans and conducts meetings and training programs.

**20% Support to Leadership**

* Provides direct support to leadership staff.
* Uses initiative to relieve staff of routine tasks.
* Manages correspondence, calendar, and travel arrangements.
* Coordinates meetings, creates agendas, and takes minutes.
* Prepares presentations and communication materials.
* Serves as secondary coverage for front desk operations as needed.

**10% Academic Program Administration**

* Oversees records enrollment and retention for academic programs.
* Serves as an information resource for faculty, staff, and students.
* Assists with tracking and maintaining program expenses.
* Analyzes internal processes for improvements in program support.

**10% Faculty Affairs Support**

* Provides administrative support to faculty affairs operations.
* Manages correspondence and schedules meetings for the departmental leadership.
* Monitors compliance with policies and procedures related to faculty.
* Coordinates hiring and promotion processes in collaboration with departments.

**10% Event Coordination**

* Plans and oversees college-level events.
* Supports student engagement events and initiatives.
* Assists in the organization of special functions and projects.

**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:**

* Seven 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.
* Strong interpersonal, planning, and organizational skills.
* Excellent verbal and written communication 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**