JOB DESCRIPTION

Administrative Coordinator I

Definition of Class
This position provides administrative support to facilitate operation of the department. The incumbent is responsible for coordinating activities of the office, maintaining financial records, preparing reports, processing necessary forms and maintaining inventory.

Examples of Work Performed
Provides administrative support in managing the day-to-day operations of the department.

Maintains personnel files and initiates forms for various employment actions such as position posting and search processes, employee hiring, employee status changes, payroll and employment separations.

Coordinates the scheduling of facilities and the availability of equipment, supplies, and/or instructional materials. Prepares and processes contracts related to the use of the facilities.

Coordinates the purchase, usage and repair of equipment, supplies, and materials. Maintains information concerning equipment sources, vendors, and repair service representative. Makes recommendations concerning the repair or disposal of equipment.

Coordinates the fiscal affairs of the department and monitors budget expenditures. Maintains, reconciles and balances accounts, prepares statistical reports on a periodic basis. Processes requisitions, purchase orders, and oversees the receipt of supplies.

Prepares various reports and analyses reflecting facility usage along with appropriate recommendations or conclusions.

Processes appropriate travel records and forms according to University procedures.

May update website and social media outlets for the department.

May coordinate and supervise work of assigned support staff and student workers.

Ensures all assigned tasks are in compliance with University, SEC Conference, and NCAA rules.

Performs similar or related duties as assigned or required.
**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Prepares and maintains fiscal year documents, current budget balances, and various reports and forms.
2. Manages the daily administrative and operational functions of the department.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi’s Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 50 pounds.
- **Vision:** Requirements of this job include close vision.
- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.
- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to sit; and use hands to finger handle or feel objects, tools or controls. The incumbent is occasionally required to stand; walk; talk and hear; climb or balance; reach with hands and arms; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

- **Education:**
  Associate’s Degree from an accredited two-year college or university in Accounting, Business Administration, Management or a related field.
  AND
- **Experience:**
  One (1) year of experience related to the above described duties.
  AND
- **Certification:** Incumbent must obtain Cardio Pulmonary Resuscitation (CPR) training and certification within the first two months of employment with recertification every two years and complete contact hours of staff development as defined by the Mississippi Department of Health, annually. *(For Willie Price employees only)*

**Substitution Statement:** Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Interview Requirements**
Any candidate who is called to an agency for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.