

HOWARD UNIVERSITY
Position Description

POSITION TITLE:	Administrative Coordinator	SALARY GRADE:	HU-12
DATE REVISED:	December 1, 2014	EEO CODE:	05
JOB CODE:	2404	FLSA STATUS:	Exempt
BARGAINING UNIT:	N/A		

DEPARTMENT:	POSITION NO:
REPORTS TO:	GRANT: <input type="checkbox"/> No <input type="checkbox"/> Yes

BASIC FUNCTION: The purpose of this position is to perform a variety of office management and administrative work. This position may control office workflow and established office procedures in support of the department. The incumbent typically works at a high degree of independence and uses initiative to carry out regular assignments in accordance with established policies and procedures. This position generally reports to a department manager, assistant/associate director, assistant/associate dean or other senior administrator.

SUPERVISORY ACCOUNTABILITY: Responsible for orienting and training others, and assigning and reviewing their work. May also be responsible for acting in a "lead" or "senior" capacity over other positions performing essentially the same work, or related technical tasks and reporting to a higher level on a formal basis.

NATURE AND SCOPE: Internal contacts generally include administrators, faculty, students and staff. External contacts generally include vendors, consultants, visitors and the general public.

PRINCIPAL ACCOUNTABILITIES: Control the workflow of the office. Implement office procedures and practices. Perform directives from supervisor to coordinate administrative procedures within department and/or among other offices.

Maintain bookkeeping records of revenues and expenditures for department or school. Assign proper budget codes. Prepare requests for travel authorizations, services request, etc. Check records, meet with staff and resolve any differences with accounting.

Supervises office administrative clerical staff and or other similar positions.

Enter personnel and financial documents with related software applications. Perform data analysis of average difficulty using tables, graphs and basic statistics. Submit final reports to department administrators and/or managers.

Supervise the scheduling of appointments, meetings and conferences for department heads and/or other department staff.

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Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.

SIGNATURES REQUIRED:

SIGNED BY: _____
Department Manager/Supervisor

DATE: _____

CERTIFIED BY: _____
Department of Compensation & Performance Management

DATE: _____