DRURY UNIVERSITY JOB DESCRIPTION

JOB TITLE: Office Coordinator
DEPARTMENT: Edward Jones Center, Center for Nonprofit Leadership, and Math & Computer Science

DATE: August 1, 2016

SCHEDULE: Full-time, 10 months, M-F, 8 -5

REPORTING SUPERVISOR: Directors – Edward Jones Center, CNC and Director of Academic Affairs Support Services

FLSA: Non-exempt

IPEDS: 43

JOB FUNCTION:
Provides administrative support and event support for the Edward Jones Center, Center for Nonprofit Communication, and any academic department office housed in Springfield Hall.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees may be required to perform other job-related instructions as requested by the supervisor, subject to reasonable accommodation.

<table>
<thead>
<tr>
<th>Percentage of Time</th>
<th>Frequency</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 30%</td>
<td>Ongoing</td>
<td>Provide support for the events of the Edward Jones Center and Center for Nonprofit Communication and academic department, including reservations, arrangements for the venue, food, transportation, etc. Coordinate preparation of materials, printing, giveaways, etc. Process payroll for any guest</td>
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<tr>
<td>2. 20%</td>
<td>Ongoing</td>
<td>Update lists/reports and conduct research for Center for Nonprofit Communication nonprofit list.</td>
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<tr>
<td>3. 15%</td>
<td>Ongoing</td>
<td>Greet visitors and answer the telephone for the Centers and academic department, responding to inquiries in a pleasing and professional manner. Maintain inventory of office supplies and order supplies as needed. Responsible for the office credit card and monthly reconciliation of the credit card statement. Prepare check requests, purchase requisitions, etc. Manually maintain non-complex office filing system. Maintain appointment and travel schedule for the Directors and department chair.</td>
</tr>
<tr>
<td>4. 10%</td>
<td>Ongoing</td>
<td>Prepare mailings and type correspondence; attend meetings, prepare and distribute minutes when needed. Produce forms, promotional materials, programs, etc.; work with printers and copy services for the Centers and department.</td>
</tr>
<tr>
<td>5. 10%</td>
<td>Ongoing</td>
<td>Supervise student workers, including assigning work schedules and tasks and monitoring work to ensure smooth work flow.</td>
</tr>
<tr>
<td>6. 10%</td>
<td>Ongoing</td>
<td>Track budget for Centers and academic department.</td>
</tr>
<tr>
<td>7. 5%</td>
<td>Ongoing</td>
<td>Perform any other duties as assigned.</td>
</tr>
</tbody>
</table>

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. All job requirements listed indicate the minimum knowledge, skills and/or ability deemed necessary to perform the job proficiently. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. High school diploma or equivalent and three years proven administrative experience, or an equivalent combination of education and experience is required. Post-secondary education or associate’s degree preferred.
2. Excellent computer skills and proficient in the use of all components of Microsoft Office; good design capability, and prior web experience helpful; interest in continual acquisition of skills. Ability to use a copy machine.
3. Excellent written communication and proofreading skills and attention to detail.
4. Ability to maintain confidentiality of all materials handled and seen in process of performing job responsibilities.
5. Understanding of program deadlines and the academic process related to the programs.
6. Ability to prepare reports, business correspondence, and procedure manuals.
7. Ability to interpret a variety of instructions furnished in written, verbal, diagram, or schedule format.
8. Ability to be creative and flexible.
9. Ability to have neat professional appearance for greeting students, faculty and campus visitors.
10. Ability to handle stressful situations in a calm, orderly, and accurate manner, to complete work on time and to deal with the public.
11. Ability to work independently in order to organize and prioritize workload.
12. Analytical skills are necessary for maintaining records and preparing reports.

**SUPERVISORY RESPONSIBILITIES:**

Directly supervises one student staff. Carries out supervisory responsibilities in accordance with the university's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop or kneel. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

**WORK CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.