**DRURY UNIVERSITY JOB DESCRIPTION**

**JOB TITLE:** Office Coordinator  
**DEPARTMENT:** Facilities Services

**DATE:** April 1, 2015  
**SCHEDULE:** Regular, Full-time, 12 mo., Mon – Fri 8:30am-5:30pm

**REPORTING SUPERVISOR:** Director- Facilities Operations  
**FLSA:** Non-exempt  
**IPEDS:** 43

**JOB FUNCTION:**
Provides clerical, financial, and project support for Facilities Services functions. Responsible for departmental time and attendance recordkeeping and submission of timesheet information to payroll. Provides assistance to departmental directors of facilities services.

**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. 20%</td>
<td>Ongoing</td>
<td>Manages timesheets, vacation, and sick time for Facilities Services employees. Accurately reports time for all time clock users, by working with software and employees, and coordinates time and attendance recordkeeping functions. Ensures the policies in Drury’s handbook are followed with regard to time and attendance recordkeeping and employee paperwork.</td>
</tr>
<tr>
<td>2. 20%</td>
<td>Ongoing</td>
<td>Using PC, utilizes various software packages and integrates into office routine. Works on special projects as directed by the Director and/or Assistant Directors.</td>
</tr>
<tr>
<td>3. 20%</td>
<td>Ongoing</td>
<td>Manages Central Supply distribution of supplies and maintains accurate inventory using personal computer and software of all incoming/outgoing items from Central Supply. Oversees the cost distribution of department charges for ordered material.</td>
</tr>
<tr>
<td>4. 10%</td>
<td>Ongoing</td>
<td>Answers and routes phone calls, monitors base station 2-way radio, and reports calls to mobile units. Records accurate phone messages, and notifies appropriate parties.</td>
</tr>
<tr>
<td>5. 10%</td>
<td>Ongoing</td>
<td>Receives and reviews maintenance work order requests to verify information is accurate. Keys information into personal computer system and distributes to appropriate personnel.</td>
</tr>
<tr>
<td>6. 10%</td>
<td>Ongoing</td>
<td>Using completed work orders, enters data into the computer system regarding time, material, cost, and details. Prepares and processes several work order reports.</td>
</tr>
<tr>
<td>7. 5%</td>
<td>Ongoing</td>
<td>Sorts and distributes mail, and maintains accurate and orderly manual and computer office files. Manages the damage charges process for students, fraternities, and sororities.</td>
</tr>
<tr>
<td>8. 5%</td>
<td>Ongoing</td>
<td>Provides congenial information and assistance to Facilities Services visitors.</td>
</tr>
</tbody>
</table>

**MINIMUM KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**
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 to five years related office experience and/or training; or an equivalent combination of education and experience.
2. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
3. Experience with a personal computer and software such as Microsoft Word, Excel, Outlook, Internet Explorer, Access, File Maker Pro, and internet-based databases.
4. Excellent communication skills, both verbally and in writing to process correspondence, and provide information and assistance.
5. Ability to use a telephone and two-way radio to answer, record, and route messages.
6. Ability to deal with people in person and on the phone in a calm and professional nature.
7. Ability to accurately and appropriately make decisions to be able to distinguish emergencies.
8. Ability to perform calmly in emergency situations; does not panic and gets proper information for handling people and phone calls.
9. Spelling, grammar, punctuation, and proofreading skills, normally used in daily correspondence and communications, such as those normally obtained in high school, are necessary to communicate correct information.
10. Ability to solve problems, and think critically and independently for organizing and completing workload.
11. Ability to be flexible and receptive for receiving instructions from more than one person such as the director and assistant directors.
12. Ability to perform multiple tasks to handle heavy workload.
13. Ability to use a copy machine to duplicate information.
14. Ability to add, subtract, multiply, and divide in all units of measure, and use a ten-key calculator to calculate payables and maintenance work order reports.
15. Ability to use a personal computer, printer and fax machine to prepare various invoices, work orders, Central Supply inventory and billing, envelopes, letters, and other office communication.
16. Ability to use numerical skills for calculating reports and inventory.

**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 regularly required to talk or hear. The employee frequently is required to walk; sit; use hands to finger, handle, or feel. The employee must occasionally lift and/or move up to 50 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. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually quiet. Some dust and grease in the environment.