

Job Description

Position Title: STAR Administrative Coordinator

Job Family: Institutional Research

Job Level: Professional - Entry

FLSA Status: Exempt

Salary Grade: 05

Position Summary:

The STAR Administrative Coordinator is a full-time position in the Office of Strategy, Analytics, and Research. The position is responsible for coordinating a range of projects within STAR, including the administration of college-wide surveys by external groups, organizing the College's annual Futures Conference, assisting with the department budget and purchases, proofreading reports, completing entry-level research activities, and providing support for the Vice Chancellor of STAR.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Completing entry-level research activities including projects looking at best practices at other institutions and gathering benchmark data from the Integrated Postsecondary Education Data System to meet project specific needs
2. Responding to questions about general College data, department planning activities; including public-facing data and information regarding the strategic plan.
3. Coordinating the release of college-wide surveys
4. Monitoring and drafting the department budget
5. Ordering supplies and assisting with payments as needed
6. Handling the department p-card and associated Concur reporting
7. Assisting other members of the team with travel and expense forms
8. Monitoring new contracts when they are being reviewed
9. Scheduling meeting and tracking miscellaneous tasks/needs for the Vice Chancellor of STAR
10. Monitoring STAR website content to ensure current information is posted
11. Organizing any assigned conferences and/or events
12. Assigned data entry tasks
13. Proofreading assigned reports or documents
14. Notetaking during meetings
15. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of regulatory compliance principles and practices
2. Knowledge of internal and external customer service principles and practices
3. Skill in coordinating and monitoring the work of others
4. Skill in effective communication (both written and oral)
5. Skill in positive, productive, and flexible customer service
6. Skill in project management principles, processes, and techniques
7. Ability to apply analytical and critical thinking skills as well as draw conclusions and prepare accurate reports of results
8. Ability to develop and maintain effective and positive working relationships

Supervision:

- Not responsible for supervising the work of others.

Independence of Action:

- Results are defined and existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Information and Analytics: Allows ability to be a data leader. Provides a holistic representation of College's performance as well as data trends or issues.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in related field of study required.
 - Master's degree in closely related field of study preferred.
 - Up to One (1) year of related program experience required
 - One (1) to Three (3) years of related experience preferred.
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to position or transport light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Some evening and weekend work hours
- Pre-employment Background Check Required
- Valid AZ Driver's License