

Job Description

Position Title: Applied Technology Division Administrative Coordinator

Job Family: Administrative Support

Job Level: Support & Service - Senior

FLSA Status: Non-Exempt

Salary Grade: 04

Position Summary:

The Applied Technology Division Administrative Coordinator provides programmatic and systematic support to the division. The Applied Technology Administrative Coordinator of administrative and financial operations of the division. The Applied Technology Administrative Coordinator provides support to the Academic Dean, faculty leadership, and staff by facilitating daily administrative and financial operations. Applied Technology Administrative Coordinator researches subjects, compiles information, analyzes data, solves problems, manages multiple budgets, prepares and reviews reports, organizes training sessions, monitors procedures, and advises on policies. The Applied Technology Program Coordinator actively trains and supervises new staff as well as monitors and mentors the experienced staff and faculty in procurement procedures and policies, oversees and mentors teammates for constant flow and completion of financial tasks and projects.

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. Oversees the day-to-day administrative and financial operations of the Applied Technology division, monitoring and maintaining each academic departmental budget, the Dean's operational budget, general funds, capital funds, course fees by program, Business Relations funds, foundation donations, and grant funds.
2. Prepares/assists with Academic Dean's travel and PCard expense reports.
3. Manages Academic Dean's membership renewals and registrations.
4. Creates high-end purchase requisitions of a complex nature which require extensive knowledge of the procurement process while keeping abreast of changes and updates and close attention to detail.
5. Trains and monitors staff and department heads in multiple procurement practices and procedures, including: purchase requisitions, blanket purchase requisitions, budget reports, expense queries, PCard purchases, and Concur expense reports.
6. Tracks financial activity, analyzes division purchases, reviews invoices, and other financial transactions for accuracy and availability of funds; ensures compliance with College regulations and policies.
7. Organizes procurement compliance training for new staff and Department Heads as needed.
8. Provides administrative support to the Division Dean, Faculty, Staff and Students (prepares documents for electronic signatures, creates vehicle request forms, prepares Famis 360 work orders, emails Division faculty with meeting notices, reminders and deadlines, and assists with textbook adoptions, ePARs, PAFs, Office Depot supply orders, Missing Grade Reports, Proof of Schedule in Pima Reports as needed, and assists students as well as other customers as needed).

9. Functions as liaison to officials and dignitaries on behalf of the College. Establishes and builds positive working relationships with community agencies and organizations such as the Governor's Office, JobPath, SAMP, JTED, SARSEF, TEP, and Jr. Shark Tank. This includes coordinating with the responsible parties regarding logistics, hospitality, technology, parking, and other details necessary to ensure a successful event.
10. Collaborates with college personnel in the planning and organization of events within the college such as the Applied Technology Summit, Career Fairs, Signing Day, Employee Appreciation, holiday events, hiring committees, student recognition celebrations, and other events as needed. Also coordinates scheduling of conference and meeting rooms for other divisions of the College.
11. Schedules and coordinates Applied Technology Advisory meetings, arranges logistics and hospitality, drafts and distributes meeting notes, and maintains digital and physical records.
12. Coordinates/collaborates regularly with the District Procurement Department, Accounts Payable, Travel Services, Property Control, Facilities, and Environmental Health & Safety to ensure compliance and consistency of operations with College policies and practices. The information obtained is shared and enforced within the Division.
13. Prepares budget reports, grant reporting forms, purchase requisitions, blanket purchase requisitions, PO Change Order Request Forms, Payment Request Forms, Payment Request Forms for Foundation, Exception to Policy Forms, Reallocation of Capital Projects Forms, Media Design and Print Service Request Forms and other financial documents as needed.
14. Maintains continuity of work operations by documenting and communicating needed actions to leadership, discovering irregularities, and determining continuing needs.
15. Resolves administrative problems by analyzing information and identifying and communicating solutions.
16. Accomplishes Division tasks and projects by required deadlines.
17. Inventories and orders office and conference/meeting room supplies.
18. Serves as a resource and provides one-on-one training in Google Applications, Adobe Acrobat Pro, Adobe Sign and Microsoft Excel to faculty and colleagues within the Division and throughout the College. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of administrative procedures and practices
2. Knowledge of internal and external customer service principles and practices
3. Knowledge and application of organizational and time management principles
4. Skill in effective communication (both written and oral)
5. Skill in performing a variety of duties, often changing from one task to another of a different nature
6. Skill in positive, productive and flexible customer service
7. Ability to adapt and maintain professional composure in emergent and crisis situations
8. Ability to apply effective and accurate data entry and typing skills
9. Ability to develop and maintain effective and positive working relationships

Supervision:

- Provides lead work, advises and/or guides students. May organize, set priorities, schedule and review work, may interview and make recommendations on hiring, and provide input into performance reviews. May have responsibility for making decisions on hiring, termination and pay adjustments.

Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

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.

- Organizational Culture: Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- Student Success: Allows the opportunity to support student success as well as improve access and retention.

Minimum Qualifications:

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

- High school diploma or GED required.
- Associate's degree/Vocational or technical training in office management required.
- Bachelor's degree and/or advanced certification in administrative support or related area preferred.
- Three (3) to Three (5) years of related experience providing technology general office support required.
- 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 an 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:

- Occasional work evenings or weekends
- Pre-employment Background Check Required
- May need DMV Check/Current and Valid AZ Driver's