

**NIAGARA UNIVERSITY**  
**JOB DESCRIPTION**

<b>NAME:</b>	<b>Vacant</b>
<b>DATE:</b>	<b>JULY 2021</b>
<b>JOB TITLE:</b>	<b>OFFICE COORDINATOR</b>
<b>FLSA STATUS:</b>	<b>NON-EXEMPT</b>
<b>JOB TYPE:</b>	<b>N</b>
<b>JOB STATUS:</b>	<b>FULL-TIME</b>
<b>SALARY GROUP:</b>	<b>D</b>
<b>WORK LOCATION:</b>	<b>TIMON HALL</b>
<b>TITLE OF IMMEDIATE SUPERVISOR:</b>	<b>DEPARTMENT CHAIR, CRIMINAL JUSTICE</b>
<b>DEPARTMENT:</b>	<b>CRIMINAL JUSTICE/SOCIOLOGY</b>
<b>SECTOR:</b>	<b>ACADEMIC AFFAIRS</b>

**JOB SUMMARY:**

Under general supervision, the Office Coordinator performs clerical and secretarial tasks and provides support for an academic department(s).

**ESSENTIAL DUTIES:**

- Answer telephones, take messages, schedule appointments, and greet visitors
- Perform word processing, filing, copying, and faxing in support of the department(s)
- Handle correspondence, produce reports (including (graphs and charts), presentations, and record minutes of meetings
- Assist chair(s) with scheduling, coordinating, and maintaining weekly activities
- Oversee coordination of printing, collating, and distribution of course material
- Track expenses, handle check requests, purchase orders, and office supplies
- Monitor departmental budget(s)
- Receive and distribute incoming and outgoing mail for the department(s)
- Respond to requests for rooms and room changes by faculty
- Assist with commencement by tracking transcripts, planning guides, and maintaining files for approval
- Assist the Dean's Office with student records and awards dinners
- Receive and respond to student, administration, and outside agencies questions and concerns related to the department(s)
- Maintain and use department database system
- Assist with programs and events conducted by the department(s) as required
- Make travel arrangements, organize luncheons and events
- Supervise student aides

- Supervise Criminal Justice Graduate Assistants and oversee their time cards
- Oversee the Graduate Program in Criminal Justice Administration including registration, advisement, and tracking for graduation
- Maintain confidentiality of information (including but not limited to: student and employee personal information, student grades, etc.), both during and after their employment with the University. Any question regarding the confidentiality of material should be referred to the supervisor. Any violation shall subject the employee to disciplinary action, up to and including termination of employment
- Perform other duties as assigned

### **GENERAL DESCRIPTION:**

% of Time

- 40% Type, file and maintain records of course work, correspondence, department programs, schedules, and majors.
- 30% Receive and respond to calls and questions from students, faculty, administration, and outside community.
- 10% Assist chairperson(s) with scheduling, budget, and department issues.
- 10% Supervise work-study students and graduate assistants.
- 10% Oversee coordination of printing, collating, and distribution of course material.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- 1) Ability to read and comprehend the English language sufficiently to be able to read and understand various forms, documentation, files, and information.
- 2) Basic mathematical skills including addition, subtraction, multiplication, and division to be able to verify the accuracy of work.
- 3) Proficiency to handle various office machines including but not limited to: keyboard, calculator, computer, copier, and fax machine.
- 4) Ability to receive telephone calls, respond to inquiries, and effectively communicate with others.
- 5) Computer literate, including *Microsoft Office*, and ability to learn new computer software programs.

- 6) Strong and accurate typing skills (including those necessary for mathematical symbols) and utilizing appropriate symbolic graphic programs for equations.
- 7) Excellent organizational skills with attention to detail.
- 8) Ability to perform all essential job functions accurately with minimal direct supervision.
- 9) Ability to display sound judgment to ensure timely processing and completion of assigned tasks.

#### **ERGONOMIC REQUIREMENTS:**

The functions of the position are usually performed sitting but may require some amount of time standing. Some amount of stooping, kneeling, bending, crouching, lifting, walking, carrying and other movements may be required. Tasks involving working on a computer keyboard, calculator, cutting, labeling, and taping involve the extensive wrist and hand movement. All individuals are required to be able to perform these movements without significant risk of injury to themselves or others.

#### **QUALIFICATION STANDARDS**

- 1) High School diploma required with education, training, and experience that provides the necessary knowledge, skills, and abilities
- 2) A minimum of three years of experience performing similar tasks is required.
- 3) Prior work experience in an educational setting is preferred.

#### **ADDITIONAL DEPARTMENTAL ASSIGNMENTS:**

**SOCIOLOGY, CRIMINAL JUSTICE, GRADUATE PROGRAM IN CRIMINAL JUSTICE ADMINISTRATION.**

<b>THE UNIVERSITY RESERVES THE RIGHT TO MODIFY, REASSIGN OR COMBINE POSITIONS AT ANY TIME WITHOUT PRIOR NOTICE.</b>
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Employee Signature

Date

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Supervisor Signature

Date

SEPT2021