



Classification Description

Job Title: Administrative Coordinator, Student Life **Pay Grade:** 112

Job Code: 4254

FLSA Status: Exempt

Job Purpose

This is responsible, professional work providing executive level administrative support to the Deputy Chief of Staff, the Associate Vice President of Student Life, and the Student Life team. This position assists in the planning and administration within the Student Life Division. The responsibilities of this position include, but are not limited to, coordinating and organizing Student Life staff meetings, assistance with special project management, budget monitoring, and the oversight and maintenance of the administrative aspects of the Student Life Division. This position regularly is assigned complex work involving independent planning, coordinating, and special assignments at the discretion of the supervisor.

General Responsibilities

Essential Functions

Coordinates the accurate and timely completion of both routine administrative department functions and assigned special projects within the Division. Provides technical and administrative managerial support to the Deputy Chief of Staff and Associate Vice President of Student Life.

Coordinates intra- and inter-departmental communications to include, but not limited to, administrator directives, dissemination of College/department policy and procedure, and meeting agendas.

Analyzes and reviews the performance of administrative functions under charge for the purpose of improving efficiency, maximizing resources, and ensuring accuracy in task performance.

Assists supervisor in both routine and special department projects, which may include scheduling Academic Integrity and/or Conduct cases in Maxient, travel for Student Life and Deputy Chief of Staff, budget monitoring and assistance with Student Life budgets, and the completion of Disciplinary Clearance forms/Admissions Clearance forms.

Monitors and manages assigned budgets.

Maintains Deputy Chief of Staff and Associate Vice President, Student Life's calendars, arranging and/or monitoring scheduling for webinars, trainings, meetings, travel, and related department functions.

ADMINISTRATIVE COORDINATOR, STUDENT LIFE

Ensures the accurate preparation of daily/weekly/monthly/annual reports, marketing materials, announcements, etc., and prepares complex and/or special reports as directed.

Coordinates and maintains departmental filing system, to include supervisor's files, all department records, forms, reports, etc.

Oversees the maintenance of accounting records for department, which may include purchase orders and requisitions, billing, expenditures, revenues, inventory, and payroll.

Supports initiatives originating from the Deputy Chief of Staff, Associate Vice President of Student Life, and the Student Life Division including, but not limited to, the development of strategies to promote initiatives, reviewing marketing materials, management and scheduling of hiring committees, onboarding, and interview schedules, and consultation with administrators or appropriate staff.

Assists supervisor as directed in performing administrative support and coordination related to budgetary responsibilities, which may include development, revision, and analysis.

Coordinates and supervises special projects that may be complex and specialized in nature as assigned.

Assists, schedules, and documents Student Life and/or campus partners meetings, events, trainings, etc., for and with the Associate Vice President of Student Life or Deputy Chief of Staff.

Manages office budget and orders supplies for Student Life Division.

Schedules and manages all administrative details for Student Life Division including, but not limited to, internal room reservations, directory updates, website updates, all follow up communication (as requested) for faculty, staff, campus partners, or students, for Associate Vice President of Student Life.

Develops and maintains communication templates for Student Life Division.

Drafts and maintains the Student Life Division organizational chart.

Serves as initial point of contact for Student Life Division, and Associate Vice President of Student Life, and responds to faculty, staff, students, and campus partners in a timely manner.

Reviews, provides edit recommendations, and submits documents for Student Life Division and Associate Vice President for Student Life for review. This includes, but is not limited to, COP's, contracts, etc.

Provides analytical support on a broad range of complex issues and resolves or makes recommendations for resolutions.

Supports all Student Life Division goals and efforts to retain and recruit students on all FSW campuses.

ADMINISTRATIVE COORDINATOR, STUDENT LIFE

Assists with the management of Maxient case system, which includes, but is not limited to, letter reviews, hearing scheduling, adding additional documentation (as requested), and overall edits and updating of information in Maxient.

Serves as direct point of contact for Student Transitions and assisting with the management of budget and travel for professional staff and communication for students throughout Becoming a Buc, New Student Orientation, and new student programming.

Supports all Student Life Division with various administrative duties.

Coordinates with the Office of the President in the preparation, development, and assembly of Board materials, presentations for College, public or community organizations, and reports or materials as required by the supervisor.

Analyzes and reviews the performance of administrative functions under charge for the purpose of improving efficiency, maximizing resources, and ensuring accuracy in task performance.

Supports and attends Student Life programming, events, and trainings for all FSW campuses.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Bachelor's degree from a regionally accredited institution of higher education in educational leadership, higher education administration, management, business administration or related field.

Three (3) years of full-time professional work experience providing administrative support to a senior or executive level leader in a business or institutional setting. Appropriate combination of education and experience may be substituted.

Ability to independently travel to all FSW campuses in Lee, Charlotte, Collier and Hendry counties and other locations for College business.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.

ADMINISTRATIVE COORDINATOR, STUDENT LIFE

- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

ADMINISTRATIVE COORDINATOR, STUDENT LIFE

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: April 17, 2024.