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# Example of Admin Services Coordinator Job Description

Our company is growing rapidly and is looking for an admin services coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for admin services coordinator

* Must be able to create change across all areas
* Responsible for execution of a world-class service experience and a sound and efficient operation
* Effectively resolves customer complaints to ensure a high level of quality and customer satisfaction
* Develops and executes an effective assessment program for continuous improvement and evaluation of the CSUB Guest Services and Conference program in coordination with the Assistant Director of Residence Life
* Reviews and reports on guest services and conference projections and results
* Provides for the timely and effective turnover of housing and meeting facilities for use in the Fall
* Supervises all conference staff, including interns and student assistants
* Ensures a safe environment for the facility users employees
* Generates and implements innovative ideas for conferences in order to achieve financial and programmatic objectives
* Represents the program through participation in campus meetings, recruitment, and special projects at CSUB and in the external community

## Qualifications for admin services coordinator

* Serves as liaison and works with University Marketing and Communications and the media for the purpose of marketing and presentation of conferences
* Responds to all website, telephone and email queries received
* Develops and executes a comprehensive marketing plan as a part of the overall CSUB student recruitment and retention effort
* Develops a calendar of promotional activities, programs and communications to inform prospects and current residents about the advantages of on-campus living for personal development and academic success
* Works closely with the Assistant Director of Residence Life and the Assistant Director of Operations and Management, which includes an effective communication effort with prospective and current students for promoting campus housing
* Represents Housing, Student Affairs and CSUB at functions, conferences, and professional organizations related to the role