



# Example of Administrative Coordinator Administrative Support Coordinator Job Description

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Our company is hiring for an administrative coordinator administrative support coordinator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for administrative coordinator administrative support coordinator

- Acts as a liaison between commuter students, student engagement and student support services
- Plans, facilitates and attends meetings related to commuter students and student leadership
- Maintains and updates Parking Services webpage regarding Commuter Student content on a regular basis
- Conducts commuter student surveys and interprets data
- Maintains an adequate inventory of necessary supplies for orientations to market events and activities
- Assists with the development and departmental annual programs, goals and long-term planning
- Remains current with new trends and in the commuter field
- Responds in writing to requests for information and complaints
- Serves as a resource for all commuter students and assist with Division of Student Life events, programs and committees
- Reviews status of job tasks and responsibilities with manager on a regular basis

## Qualifications for administrative coordinator administrative support coordinator

- Prepares and updates position calendar and procedures

- Refers specific questions and/or problems to appropriate University and departmental personnel
- Assists the department with day-to-day activities
- Assists the department with any special events as needed
- Must possess a valid California Driver's License to drive for University needs
- Knowledge of software programs, including but not limited to Microsoft Office, PageMaker, Photoshop