



# Example of Administrative Coordinator Administrative Support Coordinator Job Description

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Our innovative and growing company is looking for an administrative coordinator administrative support coordinator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## **Responsibilities for administrative coordinator administrative support coordinator**

- Organizes, prepares and distributes agendas and supporting documents for the Academic Senate and the Executive Committee
- Maintains current Academic Senate log of recommendations and items under review by the Standing Committees
- Prepares and disseminates all referrals resulting from the Executive Committee meetings and tracks such referrals through the process to and including approval by the President
- Supervises the posting of committee information and updates to the Senate webpage
- Assists Academic Affairs with additional administrative support duties as needed
- Assembles, copies, and distributes information for Senate committee meetings
- Analyzes and distributes incoming correspondence to Chair and Committee Chairs regarding issues on Senate and committee agendas
- Schedules meeting times and locations for various Academic Senate committees and handles materials of a sensitive and confidential nature
- Independently prepares memoranda and correspondence
- Plans, organizes and coordinates in consultation with the Elections Committee Chair, election processes for University-wide elections

## **Qualifications for administrative coordinator administrative support coordinator**

- 3-5 years working on a college campus (Parking & Transportation experience is a plus)
- Expertise in using office software packages
- Experience with PeopleSoft and Insight report generation, or similar type
- Knowledge of SF State Systems (Imaging System) and CSU-wide systems (HRMS, CFS)
- Expedite travel claims for Statewide Senators and maintains log of travel expenses for each year
- Requires the ability to obtain a thorough knowledge of the Faculty Handbook campus policies and procedures