OFFICE OF HUMAN RESOURCES AND EQUAL OPPORTUNITY

Office Coordinator, Counseling and Advising

BASIC FUNCTION:

Under the direction of an assigned supervisor, oversee the activities and functions of the office; perform a variety of administrative tasks to support the efficiency of day-to-day operations; coordinate the work of assigned staff.

REPRESENTATIVE DUTIES:

1. Coordinate the daily operations and clerical duties for the assigned office; perform a variety of administrative tasks to assure the efficient day-to-day operations of the office.

2. Communicate with faculty, staff and students to coordinate activities, exchange information and resolve issues or concerns; interpret policies and procedures as necessary; establish and maintain cooperative relationships with other College staff; communicate program modifications to the appropriate divisions, departments or personnel.

3. Oversee various programs and workshops; prepare agendas and take minutes as assigned; attend various meetings as directed.

4. Prepare and maintain records and assure accuracy of data; monitor the department budget and prepare reports; research special projects.

5. Operate a computer and other office equipment as assigned; serve as a liaison for the computer database.

6. Process time cards for part-time counselors, temporary and student employees.

7. Relieve the supervisor of administrative and procedural duties.

8. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

1. Principles and practices of office management.

2. Organization, operations, policies and objectives of assigned office.

3. Modern office practices, procedures and equipment.

4. Record-keeping techniques.

5. Operation of a computer and assigned software.

6. Oral and written communication skills.

7. Correct English usage, grammar, spelling, punctuation and vocabulary.

8. Interpersonal skills using tact, patience and courtesy.
ABILITY TO:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.

2. Oversee the activities and functions of an assigned office.

3. Perform a variety of administrative tasks to assure the efficient day-to-day operations of the office.

4. Communicate effectively both orally and in writing.

5. Establish and maintain cooperative and effective working relationships with others.

6. Maintain records and prepare reports.

7. Operate a computer and other office equipment as assigned.

8. Type at 55 words net per minute from clear copy.

9. Prioritize and schedule the work of others.

10. Interpret, apply and explain rules, regulations, policies and procedures.

11. Meet schedules and time lines.

12. Plan and organize work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Associate’s degree in secretarial science or related field and three years clerical or secretarial experience.

WORKING CONDITIONS:

ENVIRONMENT:
1. Office environment.
2. Constant interruptions.

PHYSICAL ABILITIES:
1. Hearing and speaking to exchange information in person and on the telephone.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Seeing to read various materials.
4. Bending at the waist, kneeling or crouching.