Job Description

PimaCommunityCollege

Position Title: Online Student Success Administrative Coordinator

Job Family: Administrative Support   Job Level: Support & Service - Senior

FLSA Status: Non-Exempt   Salary Grade: 04

Position Summary:

The Online Student Success Administrative Coordinator performs department duties by coordinating multiple or complex processes that require analytical decision-making skills. Provides specialized support to division and departmental leadership. The Online Student Success Administrative Coordinator creates and designs visuals for a variety of uses. The Online Student Success Administrative Coordinator generates reports, requisitions, purchase orders, and monitors invoices. The Online Student Success Administrative Coordinator updates and manages department files and records.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Provides advanced administrative functions for department in support of strategic initiatives; utilized specific software or applications to create digitalized resources, reports, data, and presentations. Facilitates daily operational activities.

2. Tracks financial activity and area budgets; reviews financial transactions and other documents for accuracy and availability of funds; ensures compliance with laws, policies, and College regulations. Prepares financial documents as requested.

3. Designs presentations, flyers, social media, and other visual graphics for departmental, division and College use. Posts on social media platforms, Maintains and designs internal department webpages.

4. Researches assembles, updates and distributes a variety of department or College-specific information, forms, records and data as needed.

5. Builds and maintains positive working relationships with faculty, staff, administrators, and community partners. Assists Director with student employee searches, interviews, and onboarding.

6. Coordinates projects with department and division staff regarding budget, confidential records, and upcoming projects, creates spreadsheets and maintains databases.

7. Orders and maintains materials and supplies.

8. Updates confidential files and records for students and staff.

9. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of administrative procedures and practices
2. Knowledge of internal and external customer service principles and practices
3. Knowledge and application of organizational and time management principles
4. Skill in effective communication (both written and oral)
5. Skill in performing a variety of duties, often changing from one task to another of a different nature
6. Skill in positive, productive, and flexible customer service
7. Ability to adapt and maintain professional composure in emergent and crisis situations
8. Ability to apply effective and accurate data entry and typing skills
9. Ability to develop and maintain effective and positive working relationships

Supervision:

- Provides lead work, advises and/or guides students. May organize, set priorities, schedule, and review work, may interview and make recommendations on hiring, and provide input into performance reviews. May have responsibility for making decisions on hiring, termination and pay adjustments.

Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Organizational Culture: Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- Student Success: Allows the opportunity to support student success as well as improve access and retention.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- High school diploma or GED required.
- Associates Degree/Vocational or technical training in office management required.
- Bachelor's degree and/or advanced certification in administrative support or related area preferred.
- Three (3) to Three (5) years of related experience providing technology general office support required.
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in an standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to position or transport light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Occasional work evenings or weekends
- Pre-employment Background Check Required
- May need DMV Check/Current and Valid AZ Driver's