

DIVISIONAL ADMINISTRATIVE SUPPORT COORDINATOR

Function of Job: Under broad supervision of Dean or designated administrator of a major, complex academic division and with a focus on continuous improvement and customer service, provide administrative support for division, including processing all financial transactions, effecting payroll transactions for status and/or non-status personnel, advising on academic, financial, and payroll policies, and communicating and researching information related to operation of the division as assigned, using independent judgment, problem-solving skills and initiative in determining approach and appropriate action needed in non-routine situations.

Characteristic Duties and Responsibilities:

1. Act as a resource for division operations and respond to inquiries from faculty, staff, students, parents, and the general public by providing information related to division and business, financial, academic and administrative policies and procedures according to existing guidelines relevant to division's operations and make referrals as needed.
2. Perform data entry functions related to financial documents and research questions related to such documents and process all financial documents, including expenditures and purchase card orders.
3. Coordinate all hiring materials for non-status employees, including contracts for adjunct faculty, work study information for student employees, and graduate assistant agreements.
4. Process all non-status payroll transactions, such as those for adjunct faculty, student or hourly staff, consultants, etc., including hourly payroll entry, and ensure compliance with faculty contracts and business processes as applicable; maintain salary data bases as assigned; and advise adjunct faculty and staff on payroll transactions as required.
5. Coordinate and maintain information and timelines concerning annual and special divisional projects and processes, including student evaluations, academic schedules, faculty course loads, promotion and tenure, student scholars, as assigned, and process expenditures from projects.
6. Prepare various personnel/payroll forms for divisional personnel and perform data entry functions related to human resource information system for adjunct faculty in division.
7. Coordinate and reconcile all budgets within division, project adjunct faculty salary costs, identify problems, research solutions, and maintain budget files and spreadsheets.
8. Support course management and processes for the division utilizing the student information system.
9. Provide general office support by coordinating mail, scheduling meetings, coordinating travel, processing conference expenses, scheduling meetings, maintaining office inventory, and ordering supplies.
10. Hire, train, and supervise hourly staff and serve as a resource to provide advice and counsel for operating staff within division.
11. Maintain confidentiality in communicating sensitive information and in handling confidential materials such as divisional records and files, personnel actions, grade reports, promotion and tenure decisions.
12. Perform other related duties as assigned.

Minimum Acceptable Qualifications:

1. High school graduation and seven years of related experience involving progressively responsible business/accounting/administrative duties, or Associate's degree in related field and five years of related experience, or combination of higher education and related experience equal to seven years.
2. As required by division, keyboarding and computer application skills, such as spreadsheets, word processing, email, browser software, data entry/retrieval/management and knowledge of software applications, etc.
3. Ability to establish and maintain effective working relationships with faculty, staff, students, and the general public.
4. Supervisory skills including the ability to instruct and direct the work of staff within division.
5. Organizational, customer service, analytical, and problem-solving skills.
6. Knowledge of bookkeeping and accounting methods.

Additional Desirable Qualification:

1. Associate's degree in Accounting or Business.
2. Work experience in a college or university.

10/10/05
System Approval

11/24/04
Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.