

Based on exemption tests of the Fair Labor Standards Act, the job is either exempt or non-exempt.

**Eastern Kentucky University  
Job Description**

<b>Job Title</b>	Administrative Coordinator
<b>FLSA Status</b>	Non-Exempt
<b>Pay Band/Grade</b>	41

Shows pay grade for position.

A short summary statement describing the job.

<b>Job Purpose</b>	Provide high level administration and professional support services for all activities of the program, direct executive assistance to program leaders, and oversee program needs. Services provided include written communications, meeting and resource management, data management and analysis, scheduling, organization, conducting research, and coordination of activities across departments within EKU to ensure a positive employee experience and seamless service.
--------------------	---

<b>Scope of Responsibility</b> <p>Discusses the range of activities or general responsibilities that an employee is reasonably expected to carry out or fulfill within the ambit of his or her job or position.</p>	Provides administrative work that requires detailed knowledge and familiarity with organizational policies, procedures, applicable laws, and program services available. Requires the ability to communicate and work in partnership with faculty, staff, and students. Work progress is monitored by immediate supervisor. Incumbent typically follows precedents and procedures but may set priorities and organize work with general guidelines established by supervisor who is available to resolve problems.
--	--

Identifies level of freedom and authority given to this position.

<b>Decision Making</b>	Decisions on matters within the context of established policy or procedures where initiative and independent judgment are required. Decisions may affect the work of employees within and outside of the department, students, and other constituents. Incumbent will contribute to business and operational decisions that affect the department. Problems are varied, requiring analysis or interpretation of the situation. Problems are solved using knowledge and skills, general precedents and practices.
------------------------	--

<b>This position reports to</b>	
---------------------------------	--

The below essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

Please note.

Broad statements reflecting the purpose and general responsibilities of the job. Percentages reflect amount of time spent doing tasks.

Primary Job Functions		
% of Time Spent		Description
40%	1.	Manage the operational activities of the program, set priorities; establish and assign priorities; ensure schedules are maintained and deadlines are met; develop processes and procedures for program.
30%	2.	Communicate with internal and external customers and management to exchange information, resolve issues or concerns, and coordinate activities.
20%	3.	Analyze and summarize research data for budgets and/or reports.
5%	4.	Assist in implementing and monitoring strategic plan for department.
5%	5.	Other duties as assigned.

**Minimum Qualifications:**  
**Training/Registration/Licensure**

Provide minimum education and experience required for position. List additional licensure or qualifications needed/preferred.

List skills needed to adequately perform job.

**Minimum Education**

- Bachelor's Degree

**Minimum Experience**

- One year of responsible clerical, customer services, and secretarial and/or administrative support is required.


**Skills that are essential for this position:**

Reading Comprehension	X
Active Listening	X
Information Organization	X
Service Orientation (Customer Service Skills)	X
Written Communication	X
Speaking	X
Mathematics	X
Coordination	X
Monitoring	X
Information Gathering	X
Social Perceptiveness	X
Problem Identification	X
Implementation Planning	X
Solution Appraisal	X
Time Management	X
Management of Financial Resources	X
Management of Material Resources	X
Judgment and Decision Making	X
Critical Thinking	X
Equipment Selection	X
Active Learning	X
Idea Generation	X

	Operations Analysis	X
	Operation Monitoring	X
	Troubleshooting	X
	Visioning	
	Negotiation	X
	Instructing	X
	Equipment Maintenance	
	Persuasion	X
	Repairing	
	Management of Human Resources	X
	Installation	
	Systems Evaluation	
	Testing	
	Programming	

**Physical Effort**

List approximation of how much each physical activity is performed for this position.



Required Physical Activity	Never Required	Occasionally Required 0-2 hrs/day	Frequently Required 2-5 hrs/day	Constantly Required 5 + hrs/day
Kneel	X			
Crouch/Squat	X			
Crawl	X			
Climb	X			
Sit				X
Stand		X		
Walk		X		
Lift Object >25lbs		X		
Lift Object >25 lbs	X			
Carry Object		X		
Push Object		X		
Pull Object		X		
Turn/Twist Body		X		
Bend at waist		X		
Balance	X			
Reach in any direction	X			
Distinguish Color	X			
Perform repetitive tasks		X		
Requires good vision		X		
Requires good hearing		X		
Finger Dexterity			X	
Use of keyboard				X
Use of telephone			X	
Working under extreme time pressure or deadline			X	
Working rapidly for long periods		X		

<b>Mental Requirements</b>  <div style="border: 1px solid red; padding: 5px; display: inline-block;"> List mental abilities needed to adequately perform this job. </div>	Manage stress appropriately	X
	Make decisions under pressure	X
	Handle multiple priorities	X
	Work alone	X
	Work as part of a team	X
	Work in areas that are confined or crowded	
	Reading	X
	Basic Math	X
	Written Communication	X
	Verbal Communication	X
<b>Tools or Equipment Used</b>	Personal Computer	
<b>Date Created</b>	March 26, 2019	
<b>Date Last Updated</b>	May 15, 2019	

*This job description outlines the nature and level of work, the knowledge, skills, and abilities required to perform the job, and the functions expected of an employee in this Job Title/Classification. It is not intended to be a comprehensive listing of all activities, duties or responsibilities that may be required of an employee, and an employee may be asked to perform other duties at any time. Eastern Kentucky University retains the right to change responsibilities or assign other duties to this position.*

*Eastern Kentucky University is an Equal Opportunity/Affirmative Action employer. If an employee requires a reasonable accommodation to perform any or all of the functions of this position, he or she should contact Human Resources at 859.622.5094 or [human.resources@eku.edu](mailto:human.resources@eku.edu).*