

Title	Salary Grade	Summary	Duties	Scope	Education/ Experience	Knowledge, Skills, and Abilities
<b>Coordinator I</b>	<b>B</b>	Under general supervision, provide coordination of administrative duties for short-term programs or one or two functions of a program. Work collaboratively with other members of a team including faculty and administration. Utilize UST Banner records and registration system.	<ul style="list-style-type: none"> <li>➤ Assist students and faculty with questions, web site access, and program information.</li> <li>➤ Coordinate registration, contracts, material orders, room reservations, set up and duplication of materials.</li> <li>➤ Review and pay bills.</li> <li>➤ Data enter information regarding attendees, fees, etc. in databases.</li> <li>➤ Set-up and maintain program files.</li> <li>➤ Provide standard database reports.</li> <li>➤ Provide support for distributing marketing material.</li> </ul>	Varying work activities to meet the needs of customers. Work under general direction of supervisor or other coordinator.	High School education or equivalent and one year of clerical / administrative experience, preferably in Higher Education.	<p>Knowledge of: The use of specified computer applications involving word processing, data entry, and/or standard report generation; the use of specified computer applications involving the design and management of databases or spreadsheet files and the development of special report formats; principles and techniques of preparing effective written informational or educational materials; standard office practices and procedures including filing, records retention and the operation of standard office equipment; policies and procedures of the department.</p> <p>Skill in: independently perform complex professional personnel work in a variety of areas including consultative and liaison functions; using initiative and independent judgment within established procedural guidelines; establishing and maintaining effective working relationships with those contacted in the course of work.</p>

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<b>Coordinator II</b>	<b>B</b>	Under limited supervision plan, coordinate and oversee the majority of the administrative activities related to supporting a large program or multiple programs. Generally programs are for executive or high level external clients. Utilize UST Banner records and registration system.	<ul style="list-style-type: none"> <li>➤ Provide general planning and direction in order to develop and facilitate the day-to-day activities and events within a specific organizational program(s)</li> <li>➤ Interact with faculty and executive level program attendees on regular basis.</li> <li>➤ May solicit and select articles and topics for newsletters, publications and promotional materials.</li> <li>➤ Perform data manipulation for report generation.</li> <li>➤ Analyze data/trends regarding program(s) to recommend future program needs to superiors.</li> <li>➤ Mentor and coach other members of the team.</li> <li>➤ Collaborate with other UST programs, develop joint events, schedule and coordinate details.</li> <li>➤ Serve as primary program representative on committees.</li> <li>➤ Prepare budget, track program expenses and update superior on balances and potential issues.</li> </ul>	Represent a program or center to internal and external customers. Work with limited supervision under the auspices of the Unit Director. Exercise discretion within University guidelines. Serve as Dept Administrative liaison.	High School education or equivalent plus three years of clerical / administrative support experience, preferably in Higher Education.	<p>Knowledge of: The use of specified computer application involving word processing, data entry and/or standard report generation; the use of specified computer applications involving the design and management of databases or spreadsheet files and the development of special report formats; web navigation and web maintenance using software packages such as <i>Collage</i>; policies and procedures of the department; office administrative practices and procedures; business letter writing and the standard format for typed materials; record keeping principles and practices.</p> <p>Skill in: Performing technical, specialized, complex, difficult or basic technical office support work; analyzing and resolving varied office administrative problems; exercising initiative, resourcefulness, and sound judgment; organizing own work, setting priorities and meeting critical deadlines; establishing and maintaining effective working relationships with those contacted in the course of work.</p>

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Coordinator III	B	Under minimal supervision, perform a variety of routine professional and analytical assignments involving the practical application of management principles and techniques to routine operational activities related to program(s). Interact regularly with internal and external clients.	<ul style="list-style-type: none"> <li>➤ Assist in management of assigned program(s) or supervision of an operational unit.</li> <li>➤ Assist in or conduct studies and analyses of programs, organizations, procedures or systems.</li> <li>➤ Collect, compile and organize data. Analyze, summarize and report on findings and make recommendations to superior.</li> <li>➤ Assist in planning and coordinating administrative activities of a program: formulation and preparation of budgets, grant proposals and project proposals.</li> <li>➤ Consult with program head and administrative officials regarding policies, trends and interpretation of data and program needs.</li> <li>➤ Establish effective communication channels and act as liaison between program and officials within and outside the University.</li> <li>➤ Troubleshoot questions and issues from administrators, faculty and students. May supervise clerical personnel.</li> </ul>	Varied work activities to meet the needs of customers. May apply independent judgment while interacting with internal and external customers. Know and apply multiple rules or guidelines to administer program(s). Work with minimal supervision conferring with supervisor on unusual matters.	High School education or equivalent plus four years of administrative / clerical experience preferably in Higher Education.	<p>Knowledge of: The use of specified computer application involving word processing, data entry and/or standard report generation; the use of specified computer applications involving the design and management of databases or spreadsheet files and the development of special report formats; web navigation and web maintenance using software packages such as <i>Collage</i>; policies and procedures of the department; office administrative practices and procedures; business letter writing and the standard format for typed materials; record keeping principles and practices.</p> <p>Skill in: Performing technical, specialized, complex, difficult or basic technical office support work; analyzing and resolving varied office administrative problems; exercising initiative, resourcefulness, and sound judgment; reading and explaining rules, policies, and procedures; organizing own work, setting priorities and meeting critical deadlines; establishing and maintaining effective working relationships with those contacted in the course of work.</p>