

ADMINISTRATIVE COORDINATOR

OFFICE OF ACADEMIC AFFAIRS

Description: The Administrative Coordinator works under the supervision of the Provost and Vice President for Academic Affairs and serves as the primary receptionist for the office. Performs data entry and maintains records of faculty employment. Provides support for the academic catalogs, faculty handbook, student awards, and general office support. Under close supervision of the Provost, coordinates the editing and distribution of faculty contracts. Performs semi-routine and diverse tasks as required.

Minimum Requirements: A high school diploma, relevant experience in business management, public administration, or administrative services required. Experience using Microsoft Office 365 is required. Must have strong skills in providing excellent customer service and demonstrate strong ethics. A valid driver's license and safe driving history are required.

Preferred Requirements: A bachelor's degree or higher and experience with Banner or other enterprise management systems is preferred.

Knowledge, Skills and Abilities: Employee must have strong computer technical skills and be proficient in word processing and spreadsheets, with the expectation to acquire additional computer skills on the job. Must have the ability to handle multiple tasks and complex administrative activities and maintain accurate confidential records. Requires good interpersonal skills and ability to work well with people and outside agencies; prepare reports for internal use; maintain files both electronically and on paper; prepare accurate correspondence; and exercise judgment in applying policies and procedures. Employee is expected to work independently and use discretion in the job function.

Hire Range: \$38,985 - \$45,000

University Hours: 8:00am – 5:00pm, Monday – Friday

Position Work Hours: 37.5

Class Code: AH10 – **State Title:** Administrative Coordinator I

Position #: – **Band:** 05

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Applications must be submitted online at www.careers.sc.gov. Receipt of individual applications not acknowledged. See position status at www.lander.edu/hr. Lander University is a tobacco-free campus. All final candidates are subject to successfully completing background requirements.



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