POSITION ANNOUNCEMENT

Job Title: Office Coordinator
Department: College of Arts and Humanities
Reports To: Dean
Level: 4
Shift/Hours: 40 hours per week
Prepared Date: August 26, 2016

ESSENTIAL DUTIES AND RESPONSIBILITIES
1. Answers telephone, takes and forwards messages; proctors exams on occasion; assists faculty and students in submission or collection of assignments. Organizes, sorts and routes incoming mail; prepare occasional mass mailings, orders and receives supplies, and schedules rooms as needed.
2. Performs computer-related tasks to include retrieval of student information for course and student lists and creating, updating and managing all departmental documents and databases. Accesses Student Records for faculty upon request.
3. Assists with Course Building on Blackboard. Maintains and updates course documents, department files, procedural manual, types correspondence and paperwork for faculty as needed.
4. Assists the dean and chairs with budgets to include creation and tracking. Accesses budget reports as required; maintain file of requisitions.
5. Handles collection and submission of book orders for departments in a timely manner; orders desk copies for faculty upon request.
6. Assists with special projects, such as developing SWOT analysis using various tools, art exhibits, coordinating new hire processes for some departments to include serving as point person for search committees.
7. Coordinates events for the college and maintains agreements with groups in the college.
8. Manages music licenses: BMI, ASCAP, SESAC reporting and requisition for payment.
9. Notifies students and appropriate offices of class cancellations or faculty absence.
10. Supervises student employees.
11. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES
Carries out supervisory responsibilities in accordance with the organization’s policies and applicable laws. Responsibilities may include interviewing, hiring and training; planning, assigning and directing work; addressing complaints and resolving problems.

QUALIFICATIONS
The above statements reflect the general responsibilities of the position and should not be construed as a detailed description of all the work requirements that may be inherent in this position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE
High school diploma or general education degree (GED); one to two years’ clerical experience and/or equivalent combination of education and experience. Experience with Jenzabar software desirable. Working knowledge of Microsoft Office required.

TO APPLY
Please complete the application at http://www.madonna.edu/resources/human-resources. Please send a letter of intent reflecting the above responsibilities and qualifications and a resume to hr@madonna.edu. Current employees must complete the internal application on MY Portal >Employee Resources.

MADONNA UNIVERSITY
A Catholic institution founded by the Felician Sisters, and guided by the values of St. Francis. Candidates must be committed to excellence in teaching, scholarship, and service, and support the Mission of the University. We are an equal opportunity employer committed to a culturally diverse workforce. Candidates must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Thank you for your interest in employment opportunities at Madonna University.