**P2: Level Standards**

**GENERAL ROLE**

This level is accountable for directly providing service to any assigned work unit at the University. The service can focus on a single or a variety of job functions with varying degrees of independence.

Incumbents:

* Put into effect what is required by defined job duties and responsibilities following professional norms or established procedures and protocols for guidance.
* Tend to have assignments that are reoccurring and work outputs generally are delivered in a prescribed form/format.
* Alter the order in which work or a procedure is performed to improve efficiency and effectiveness.
* May recommend or implement modifications to practices and procedures to improve efficiency and quality, directly affecting the specific office operation or departmental procedure or practice.

**INDEPENDENCE AND DECISION-MAKING**

*🡪 Supervision Receive*d

* Works under general supervision.
* Periodic checks on accuracy, quality, and timeliness of outcomes.

*🡪 Context of Decisions*

* Independently develops how work is to be done based on precedent, practice, and existing policy at the unit/office levels.

*🡪 Job Controls*

* Possess the latitude to adjust the work processes or methods to effectively and efficiently manage their work assignments.
* Guided by general procedures and professional norms.

**COMPLEXITY AND PROBLEM SOLVING**

*🡪 Range of issues*

* Problems tend to be modestly technical or operational.

*🡪 Course of Resolution*

* Performs comparisons, verifications, reconciliations, compilations, etc. and such of data, program or student services/practices, or operational/staff output.
* Understands the end product/outcome and where to send and receive information and materials to fulfill the assigned responsibilities.

*🡪 Measure of Creativity*

* Once problems are identified, solutions generally can be resolved using conventional or standard procedures.
* Most of the obstacles, issues, or concerns can be handled with established practice and policy.

**COMMUNICATION EXPECTATIONS**

*🡪 Manner of Delivery and Content*

* Regularly provides information on finished materials to others.

**SCOPE AND MEASURABLE EFFECT**

* Actions typically affect an individual, item, event, or incident, etc.
* Actions taken are generally done to meet reporting requirements or regulatory guidelines, or to satisfy internal checks and balances and/or existing standards.
* Incumbents indirectly promote the general welfare of students, faculty and staff, and safeguard the institution by playing an important role within a process.

**Job Template**

**GENERAL SUMMARY**

Performs office coordination duties. Facilitates workflow and the processing of administrative paperwork for a designated department.

**REPORTING RELATIONSHIPS AND TEAM WORK**

Works under general supervision of a supervisor or manager.

**ESSENTIAL DUTIES & RESPONSIBILITIES**

*The intent of this section is to list the primary, fundamental responsibilities of the job – that is, the duties that are central and vital to the role.*

* Writes and/or edits and disseminates informational, promotional, and occasional technical materials to support program activities.
* Serves as a resource to students, staff, faculty, and others on matters relating to administrative procedures and on some matters relating to program specialty.
* Reviews records and data for accuracy, reconciles differences, and works with other staff and university offices to identify errors and make corrections.
* Maintains schedules for managers, supervisors, and other personnel. Schedules conference and day-to-day travel the department and processes reimbursements.
* Maintains and monitors department/unit budget and records. Monitors and approves routine expenditures.
* Compiles data and prepares statistical reports used to monitor or assess department activities, programs, and services or project future needs.
* Assists in the maintenance and modification of complex filing and record keeping systems.
* Monitors office supply inventory and coordinates maintenance for office equipment.
* Maintains records and prepares necessary reports.
* Maintains schedules for managers, supervisors, and other personnel. Schedules conference and day-to-day travel the department and processes reimbursements.
* Stays abreast of changes to university policies and procedures and provides education and outreach in regards to policies.
* Performs related work as required.

**MINIMUM QUALIFICATIONS**

* Bachelor’s degree in related field.
* Two years of related experience.

*An equivalent combination of education and experience may be substituted for the degree and years requirement.*

**COMPETENCIES**

**Knowledge of:**

* Recordkeeping systems
* Computer programming methods
* Data organization and management
* Basic accounting principles
* University policies and procedures
* Microsoft Office and related software applications

**Skill in:**

* Planning and organization
* Developing and maintaining effective and appropriate working relationships
* Website maintenance
* Written and verbal communication
* Critical thinking, problem solving and analysis

**Ability to:**

* Prepare work for data processing and maintain working files and production records
* Maintain records and prepare reports
* Respect diversity and work collaboratively with individuals of diverse cultural, social and educational backgrounds
* Perform multi-step processing, troubleshooting, and data reconciliation
* Maintain the confidentiality of information and professional boundaries
* Work independently to analyze available information, draw conclusions and understandings, and present such conclusions effectively to senior management