



## Administrator Position Description

|   |  |  |   |
|---|--|--|---|
| <b>Human Resource Office Use Only</b>                                 |  |  |   |
| <b>Approved Job Family</b>  |  | <b>Effective Date</b>                      |   |
| <b>Overtime Eligible</b><br>YES      NO                               |  | <b>FLSA Test Date</b>                      |   |
| <b>Employee</b>   |  | <b>Supervisor</b><br>Carl Thomas           |   |
| <b>Department</b><br>Admissions                                       | <b>Working Title</b><br>Office Coordinator | <b>HRIS Position Number</b><br>H99475      | <b>Supervisor Title</b><br>Director of Admissions |
| <b>Complete contract dates only if other than a 12 month position</b> |  |  |   |
| <b>Annual Contract Begin Date</b><br>July 1                           |  | <b>Annual Contract End Date</b><br>June 30 |   |

### A. POSITION SUMMARY

**Briefly describe the role of the position within the department and college.**

This position serves as a member of the Admissions Leadership Team; helping guide daily operations and decision making. As Office Coordinator, s/he reports to the Director of Admissions, assists with tracking the office budget and generating reports, and provides other administrative support, to include managing the marketing materials calendar and inventory, arranging travel for staff, and organizing departmental meetings. This position interprets international admissions policy, supporting the Assistant Director of Admissions for Recruitment, processes international admission applications, assists with the processing of graduate admission applications, and is directly involved in supporting employee searches and evaluations. The employee must exercise strong interpersonal communication skills, diplomacy, and good judgment in responding to prospective students and their families, staff and faculty. The person must also maintain a good working knowledge of international admission policy and procedures; including those of the Student and Exchange Visitor Information System (SEVIS) On occasion this position has local travel recruitment assignments.

### B. REQUIRED DEGREES, LICENSES, CERTIFICATES, CREDENTIALS

**1. Minimum education level required and the number of years of relevant experience required for the duties of this position.**

Bachelor's degree in Business, Management, Communications, or relevant field with three years experience in college admissions systems (or a related field); or five years experience in higher education office management, utilizing complex systems and databases and supervision.

**2. List any licenses, certificates, degrees or credentials required by Federal or State Law or college requirements to perform the duties assigned to this position.**

Valid driver's license.

### C. SUPERVISORY RESPONSIBILITY

| Positions Supervised | Direct Supervision  |     | Indirect Supervision |     |
|----------------------|---------------------|-----|----------------------|-----|
|                      | Number of Employees | FTE | Number of Employees  | FTE |
|                      |                     |     |                      |     |

|                      |   |   |   |   |
|----------------------|---|---|---|---|
| 1.Faculty            |   |   |   |   |
| 2.Classified Staff   | 1 | 1 |   |   |
| 3.Unclassified Staff |   |   |   |   |
| 4.Students / Others  |   |   | 3 | 1 |

**Coordinating Responsibility**

**D. ORGANIZATIONAL RELATIONSHIPS**

**1. Degree of Direction Received: (e.g., close supervision, moderately high level of supervision, moderate supervision, minimal supervision)**

The Office Coordinator is supervised by the Director of Admissions and functions with a high degree of autonomy in managing his/her responsibilities and allocating use of time and resources to meet the goals of the organization.

**2. Decision-making Authority: Extent of authority for making decisions, recommendations, and commitments that would obligate**

**a)own time and resources**

The Office Coordinator utilizes technology and software applications at an intermediate to advanced level to coordinate and manage the responsibilities of the position. This position establishes his/her own schedule with moderate supervision from the Director of Admissions, manages staff resources, and makes coordination decisions for optimum service to Oregon Tech staff and students.

**b)departmental resources**

The Office Coordinator supervises 1-3 student workers, managing their time and priorities to accomplish the Department’s goals. The Office Coordinator may utilize student staff in accomplishing data entry, backup support for application processing, document imaging and other duties to be identified in the coming year as Admissions continues to implements a new document imaging system. As part of the Admissions Leadership Team, this position will receive direct support from the Director of Admissions in order to direct the use of systems by staff under his/her supervision.

**c)institutional resources**

The Office Coordinator utilizes Oregon Tech campus resources, software and systems in the performance of duties.

**What kinds of decisions will the incumbent be expected to make?**

This person must make daily decisions about the best use of staff time and departmental resources, adjusting as work flow, staff schedules and new systems demand it. The Office Coordinator must use sound judgment and understand OUS and Oregon Tech policies to manage the department and in order to know when to involve the Director and other staff.

**3. Budget Authority: Indicate the level of responsibility of the incumbent for development, direction and control of budget. Indicate size of budget.**

|          |   |            |
|----------|---|------------|
|          | Delegated authority to develop and monitor* | \$         |
|          | Develops, monitors* and controls*           | \$         |
| <b>X</b> | Limited approval authority for purchase     | \$5,000.00 |
|          | Purchase only with higher level OK          | \$         |

\*To monitor means to review and approve expenses. Control means to authorize budget transfers at department level.

## E. PURPOSE AND NATURE OF WORK RELATIONSHIPS

| PERSON(S)/POSITION/<br>AGENCY<br>(e.g., student, staff, faculty,<br>general public, Board of Trustees) | PURPOSE<br>(e.g., giving or securing information, explaining policies or<br>operations, solving problems, etc.)   | HOW OFTEN |
|--|---|-----------|
| Faculty and staff of OIT   | <p>Establish positive working relationships with Oregon Tech staff and departments to coordinate customer service, sharing of documents and information, and provide administrative support to the Director and Admissions staff.</p> <p>Serves as the primary point of contact for support to Wilsonville and other Oregon Tech program locations in the region and Distance Education programs.</p> | Daily     |
| Admissions staff   | In the absence of the Director of Admissions, functions as a proxy for the Director in his/her absence, making decisions of a time sensitive nature and knowing when to defer decisions to the Admissions Director or Executive Staff when they are of a critical nature.   | Daily     |
| Colleagues at other institutions   | Establish positive relationships with peers of other OUS institutions or community colleges in support of dual enrollment program admission and sharing information.  | As needed |
| Vendors  | Communicate with vendors for purchasing office supplies, recruiting materials and merchandise and other essential budgetary items.  | As needed |
| Prospective students and their families  | Provide program and application process information, assist students applying for admission with use of online systems, clarify policy information, and troubleshoot with individual students during the recruiting and application process.  | Daily     |
| Current OIT students   | Address questions for re-enrolling or non-admit students, coordinate with student government or other non-Admissions student workers, and supervise student ambassadors in Admissions.  | Daily     |

## F. JOB FUNCTIONS

| REFERENCE<br>ID | JOB FUNCTIONS | FREQUENCY | ANNUAL<br>PERCENT OF<br>TIME |
|-----------------|---------------|-----------|------------------------------|
|                 |               |           |                              |

|   |  |       |    |
|---|--|-------|----|
| 1 | <p>ADMINISTRATIVE SUPPORT</p> <ul style="list-style-type: none"> <li>• Assist the Director and recruiting staff in coordinating recruiting travel, processing travel authorizations and reimbursements, event registrations, and occasional lodging reservations</li> <li>• Serve as the point person for recruiters to call when they need additional materials mailed, last minute assistance with hotel reservations, or other resource coordination</li> <li>• Serve as the point of contact on campus for the Director in his/her absence and act as a communication link between the department, other directors, and external constituents</li> <li>• Proofread and format correspondence, publications and other materials written by the Assistant Director of Admissions for Operations and Admissions staff for grammar, punctuation, and formatting</li> <li>• May direct the work of 1-3 Student Ambassadors, depending on staffing levels</li> </ul>   | Daily | 30 |
| 2 | <p>OFFICE ADMINISTRATION</p> <ul style="list-style-type: none"> <li>• In coordination with the Assistant Director of Admissions for Campus Visits &amp; Programs, oversees and directs work of student ambassadors regarding work schedules, mailer processing, transcript scanning, and campus visit events participation.</li> <li>• Assure that administrative functions of the Admissions Office are managed in a timely manner by working with the office receptionist and in accordance with Oregon Tech policy and procedure</li> <li>• Develop an inventory system for tracking and ordering of recruiting materials and office supplies and assure Admissions Counselor orders for fall recruiting season are in place prior to the start of travel season</li> <li>• Leverage technology for maximum efficiency, seek training and assistance if necessary to utilize MS Office, EMAS, Banner (SIS and FIS) and the Internet</li> <li>• On a monthly basis prepare budget reports and track expenses for specific activities and accounts, prepare payroll and leave reports, coordinate with the Business Affairs Office to process travel authorizations and reimbursements, personal reimbursements, and hosting forms, reconciles procurement cards</li> <li>• Identify the best possible price for office supplies, printed materials and miscellaneous purchases using discounted corporate accounts, Internet searches, etc.</li> <li>• Generate purchase orders, process invoices, and work closely with Business Affairs to assure Admissions is in compliance with all policies and processes</li> <li>• In coordination with the Assistant Director of Admissions for Operations, oversee bulk mailings in Admissions and adjust timing of multiple mailings to maximize bulk rate</li> </ul> | Daily | 30 |

|   |   |              |    |
|---|---|--------------|----|
| 3 | APPLICATION and STUDENT COMMUNICATION PROCESSING<br><ul style="list-style-type: none"> <li>• Support processes for receiving online applications for admission and application fees</li> <li>• Assist the Assistant Director of Admissions for Operations with data quality functions in Banner</li> <li>• Generate and print automated communications (letters, mailing labels) from Ellucian Recruiter CRM.</li> <li>• Work in concert with Administrative Office Specialists assuring that application processing functions are performed on a timely basis, providing backup for those tasks when necessary.</li> </ul> | Daily        | 30 |
| 4 | May travel locally to support recruiting activities or events, or may travel out of town for training or professional development opportunities   | Occasionally | 5  |
| 5 | Other duties as assigned  | Occasionally | 5  |

### G. SKILLS KNOWLEDGE AND ABILITIES

Describe the skills, knowledge, and abilities which are essential for successful performance of this position. List them in descending order of importance.

Next, indicate the function(s) for which each skill, knowledge and ability is required.

| JOB FUNCTION REFERENCE | SKILLS, KNOWLEDGE AND ABILITIES  |
|------------------------|--|
| 1,2,3,5                | Expertise in implementing process changes during times of organizational change  |
| 1,2,3                  | The ability to utilize software applications to search for information, track application processing and generate reports.   |
| 1, 2,3,5               | Experience using complex administrative data systems and web-based applications  |
| 1,2,3                  | Familiarity with college admissions systems and admission policies   |
| 1,2,3,5                | Ability to coordinate the administrative needs of Admissions and multiple remote sites, manage and supervise staff, work with multiple software applications and web-based applications. |
| 1,2,3,5                | Ability to work collaboratively with an Admissions Management Team and the staff of Oregon Tech  |
| 1,2,3,4,5              | Excellent communication, computer & word processing, organizational, and interpersonal skills  |
| 1, 2, 3, 4, 5          | Office management or coordination experience, preferably in a college or university setting  |
| 4                      | Ability to travel on occasion to meet with staff of remote Oregon Tech sites and to attend training or conferences.  |

### H. PHYSICAL CHARACTERISTICS/WORK ENVIRONMENT

Only when applicable, please describe the physical characteristics or adverse/hazardous conditions of the essential job functions to be performed.

| JOB FUNCTION<br>REFERENCE | PHYSICAL CHARACTERISTICS   |
|---------------------------|--|
| 1,3                       | Ability to drive in all weather conditions and to fly on commercial aircraft |
| 2                         | Able to lift 30 lbs.   |
| 1,2,3,4,5                 | Able to use a computer and telephone to communicate with others              |

**I. ADDITIONAL JOB-RELATED INFORMATION**

**Please include information on creativity or innovation required for successful completion of job responsibilities and any other comments that would add to an understanding of this position.**

This position requires the ability to establish positive working relationships with staff of remote Oregon Tech locations with a minimal amount of face-to-face contact.