Florida Agricultural and Mechanical University
ADMINISTRATIVE & PROFESSIONAL
POSITION DESCRIPTION

1. Division: Student Affairs

2. Transaction Type: [ ] Establishment [ ] Update [x] Reclassification [ ] Transfer

3. Position Number: 19160

4. School/College

5. Department Number: 0401-000-00

6. Effective Date: 01/20/2006

(Personnel Use Only)

7. Department: Vice President Student Affairs

8. FTE: 1.00

9. Budget Entity

10. Pay Plan:

11. Subsection: PRES

12. Class Code: 9004

13. City: Tallahassee

14. County: Leon

15. Class Code: 9427

16. Class Title: Instructor

17. Class Title: Coordinator, Student Affairs

18. Describe in detail the specific duties and responsibilities assigned to this position. Identify Essential/Marginal functions. Essential Functions are those tasks or functions that are fundamental to the position. Marginal Functions are those tasks or functions that are performed by the incumbent, but are not necessary to the position. Attach additional sheets, if necessary, to properly describe the position. Duties and responsibilities should equal 100% of time.

Describe functions in terms of outcomes/results rather than method used or how a job is normally accomplished.

This position serves as the Coordinator, Student Affairs Operations reporting to the Associate Vice President for Student Affairs – Operations at Florida A & M University with responsibility for a wide range of specialized projects and operations. This person must be familiar with the organizational functions of the many areas of the University, as well as their areas of responsibility and will use this information to assist the AVP – Operations in coordinating and meeting Divisional-wide administrative functions.

% of Time

18A. Essential Functions of the Job*

40% Assists the Associate Vice President of Student Affairs in a fiduciary capacity on matters of confidentiality regarding personnel matters, contracts, assessments, divisional accreditation, long-range planning, employee assistance program and family medical leave act documents and proceedings. Receives confidential faxes and messages, prepares draft documents regarding student and staff actions and dismissals, serves as note taker during required meetings, answers initial inquiries from supervisors, employees, students, and parents and refers them to the appropriate party for further action. Assist with the preparation of working papers, advisory reports, staff training, personnel and student matters etc. These matters frequently cover a wide range of issues (budget, space assignments, staff concerns, promotions, employee matters, reclassifications, and inquiries from the general public regarding issues involving the Division). Must exercise extensive personal and professional judgment in making these assignments and ensures proper and timely preparation of follow-up materials for the Associate Vice President’s review. Assist the Associate Vice President in preparation of Division, University, and Board of Trustees documents. Prepares and maintains the Associate Vice President’s calendar and long term time management priority planning. Reviews requests for appointments to determine the appropriateness of meetings with the Associate Vice President and/or other Division officials. Acts as primary contact for public presentations for Division Directors.

15% Assists search committees, task forces, etc. as assigned, for various positions of Division of Student Affairs. Collaborates with committee members to provide procedural information at all stages; assists the chair of search committees and their members with scheduling, as well as, coordinating the arrangements of travel accommodations for visiting candidates. Prepares search and screen committee agenda for in-person, as well as, phone interviews. Attends committees and meetings as a representative of the AVP - Operations as needed.

10% Produces and disseminates monthly division newsletter and other publications as assigned. Prompts division leadership to provide monthly operational reports and then synthesizes the information into a report. Other reports as assigned.

10% Opens, reads and distributes Division of Student Affairs mail to the Division of Student Affairs Office staff. Coordinates all aspects of Division-wide events, including orientation and training new and current employees to the Division of Student Affairs. Assists with the processing of divisional requisition forms, invoices for payment, divisional budgets, and maintaining financial records for the division.

10% Responsible for coordinating, guiding, and assisting all USPS and OPS employees in the Division of Student Affairs. Provides training sessions for support staff in the Associate Vice President’s office, as well as, throughout the Division. Acquaints OPS with the principles and practices of the Division of Student Affairs as required.

5% Acts as a liaison for the Division of Student Affairs with colleges, academic support units, Equal Opportunity and Access, and Human Resources, Administrative Services, the Office of Development, Alumni Affairs, Student Government, and Enrollment Management in matters involving the Associate Vice President and the Division. Conducts research and performs special assignments to support policy formulation and decision making on behalf of the Associate Vice President and the Division of Student Affairs. Prepares agenda for staff and divisional meetings and takes minutes.

5% Performs other job-related duties and special projects as assigned by the Associate Vice President - Operations.

18B. Marginal Functions of the Job**

5% Organizes and maintains all administrative and assessment files for the Division of Student Affairs – AVP for Operations. Disseminates information to new and continuing staff and students on Division and University policies and procedures. Supports the Division by arranging meetings, making travel arrangements, answering and directing telephone calls, and assisting with managing calendars of the Associate Vice President. Close coordination is required to secure and maintain positive community relations for the Division of Student Affairs. Must keep abreast of names of the Board of Trustees, members of the Foundation Board, university administrators, other professional counterparts at the state university system level, and community leaders. Reviews all documents and materials for proper format, accuracy, grammar; must be familiar with constituents to ensure correspondence is correctly routed. Ensures the completion of the Division’s Strategic Plan, personnel evaluations, enrollment initiatives monthly report, the Student Handbook, and the Division’s Annual report.
19. **SUBORDINATES:** List class codes, official class titles, and position numbers of each position that reports directly to this position.

Coordinates, guides and assists USPS staff and students assigned to all areas of the office of the Associate Vice President and the Division of Student Affairs, concerning functions relative to the Division of Student Affairs; trains, guides and supervises OPS and student work-study personnel.

19A. **SUPERVISOR’S POSITION:** Number: 17096  Class Code: 9269  Class Title: **Associate VP Student Affairs – Student Development Operations**

20. **MONETARY RESPONSIBILITY:** Current budget for which this position is accountable. Include statement of responsibility for funds, amount and consequence of error.

21. **STATEMENT OF RESPONSIBILITY FOR CONFIDENTIAL DATA** (The disclosure of which would be prejudicial to the successful operation of the University.) This position becomes aware of highly confidential personnel and student information which must be held strictly confidential. FERPA information also must be maintained.

22. **KNOWLEDGE/SKILLS/ABILITIES:**
Knowledge of general office and other administrative principles, practices, and protocol, effective decision-making and problem-solving and interpersonal communication techniques. Skill in use of Personal Computers. Ability to assume new responsibilities on own initiative and carry them out in an effective and professional manner. Ability to assume other office management responsibilities as necessary. Ability to exercise independent judgment. Ability to communicate effectively and professionally both verbally and in writing. Ability to maintain effective working relationships both inter and intra office as well as with other academic and administrative divisions throughout the university. Ability to coordinate, delegate and implement assignments in order to meet deadlines. Able to understand and apply personnel rules, policies, and procedures applicable to staff and students. Ability to perform in a culturally diverse team environment.

23. **REQUIRED LICENSES/CERTIFICATIONS/OTHER SPECIFIC REQUIREMENTS OF LAW:**
Please review statements below check all that apply.

- This position requires a background check and/or fingerprinting. Florida Statutes.
- This position requires a childcare provider security check as required under Sections 402.305 and 402.3055, Florida Statutes.
- This position is responsible for meeting the requirements of Section 215.422, Florida Statutes, as amended regarding the approval and/or processing of vendors’ invoices and/or distribution of warrants to vendors.
- This position requires licensure, certification or other special requirements described below.

23A. **Education/Training/Experience - In order of importance, state any specific education, training and experience and knowledge, skills and abilities required for this position.** Note that these requirements must be related to the essential functions and at least equal to the minimum qualifications stated on the official class specification.

**Specialized Minimum Qualifications:** A high school diploma and seven years of administrative support or related experience. Appropriate college course work or vocational/technical training may substitute as an equivalent rate for the experience.

**Preferred Qualifications:** Bachelor’s Degree and experience in higher education environment in Student Affairs and/or other related department.

ATTACH ADDITIONAL SHEETS, IF NECESSARY, TO PROPERLY DESCRIBE THE POSITION.

24. **SIGNATURES:**

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<th>Incumbent</th>
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<td>Reviewing Officer &amp; Title</td>
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