**POSITION TITLE: Administrative Coordinator III**

**Primary Purpose:**

Coordinates and monitors a variety of administrative functions between NSU and external contacts to ensure efficient operations. May lead the work of other administrative support staff.

**Essential Duties:**

1. Coordinates activities / functions between NSU and high level external contacts to ensure efficient operations.
2. Responds to inquiries requiring in-depth understanding of work-area policies and procedures and resolves highly complex problems requiring information from multiple sources to ensure questions are answered and issues resolved timely.
3. Leads the work of others to ensure efficient operations.
4. Monitors process work flows to ensure work is completed in a timely manner.
5. Suggests procedures changes and trains others regarding policies and procedures to ensure proper documentation and communication of work processes.
6. Generates reports from NSU systems to ensure information is timely available for management use.
7. Performs other duties as assigned.

**Marginal Functions:**

1. Contacts and responds to high-ranking individuals inside and outside of the university using judgment and discretion.
2. Interprets requests, and determines action plan for important and emergency matters.
3. Interprets and follows policies, procedures and practices.
4. Prepares special or one-time reports, summaries, replies to inquiries, selecting relevant information from a variety of sources.

**Knowledge, Skills, and Abilities:**

1. Advanced knowledge of MS Office, including Word, Excel, PowerPoint and Outlook; database and data entry skills.
2. Ability to interpret and explain guidelines, policies, and procedures.
3. Decision-making, problem solving and analytical skills.
4. Excellent organization and planning skills, including calendar and event management.
5. Excellent written and oral communication skills.
6. Information gathering and monitoring skills; including the ability to analyze data and prepare reports, while maintaining confidentiality.
7. Takes initiative, is flexible, and provides great attention to detail and accuracy.
8. Possesses advanced computer skills and is able to train others.
9. Ability to assist management with the creation of PowerPoint presentations.

**PHYSICAL REQUIREMENTS / WORKING CONDITIONS**

1. Ability to communicate effectively with others.
2. Ability to work cooperatively with colleagues and supervisory staff at all levels.
3. May be exposed to short, intermittent, and/or prolonged periods of sitting and/or standing in performance of job duties.
4. May be required to accomplish job duties using various types of equipment/supplies, to include but not limited to pens, pencils and computer keyboards.

**Required Education:** High School Diploma or equivalent

**Required Experience:**

High School Diploma and five (5) years of experience providing administrative support, or experience managing / coordinating functions with high level external contacts.

 --OR--

Associate's Degree and four (4) years of experience providing administrative support, or experience managing / coordinating functions with high level external contacts.

 --OR--

Bachelor's Degree and three (3) years of experience providing administrative support, or experience managing / coordinating functions with high level external contacts.

**Other Preferred Qualifications:**