Job Title:	Coord Word Processing Center	**Job Code:**	41211
Job Function:	Staff	**Grade:**	117
Job Family:	Classified	**FLSA:**	Non-Exempt
SOC Description:	1000 Administrative Support Division	**Date:**	1/1/04;7/1/99

Job Summary:

Supervise the operations of the word processing center to provide secretarial and administrative support to faculty, staff and administrators.

Essential Functions:

20%-40% Coordinate the assignment of duties and responsibilities to personnel for the purpose of ensuring accuracy and timeliness in the execution of daily operations.

10%-40% Maintain various databases including course exams, exam schedules, student course evaluations, web pages and correspondences.

5%-15% Monitor departmental budgets. Coordinate travel arrangements for business functions.

5%-15% Maintain office supplies and order textbooks.

15% Attend meetings and prepare manuscripts.

10% Perform general clerical duties as required.

Education:

Requires 18 months of education or training beyond high school.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 6 years experience in office administration and supervision. Advanced computer skills utilizing relevant software packages and database programs required. Strong communication and organizational skills required.

Leadership:

Direct supervision and evaluation of work as a first-line supervisor over non-exempt staff including hiring, terminating, disciplining; or functional guidance and/or project leadership over exempt staff engaged in activities of a recurring basis.

Physical Requirements:

Job is physically comfortable; individual is normally seated and has discretion about walking, standing, etc. May occasionally lift very lightweight objects.

Working Conditions:

No major sources of working conditions discomfort, standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions, minor heating/cooling or ventilation problems, and/or up to 40% use of PC terminal.