**POSITION TITLE: Administrative Coordinator II**

**Primary Purpose**:

Coordinates a variety of administrative functions to support department or unit, including providing high level customer service to internal and external contacts to ensure efficient operations.

**Essential Duties:**

1. Coordinates activities / functions within NSU as well as between NSU and external contacts to ensure efficient operations / events.
2. Responds to inquiries requiring in-depth understanding of work-area policies and procedures and resolves complex problems to ensure questions are answered and issues resolved timely.
3. Reviews data and follows up on discrepancies to ensure accuracy.
4. Enters data and generates reports from NSU specific software systems to ensure accurate processing and record-keeping.
5. Performs other duties as assigned.

## Marginal Functions:

1. Interprets requests, and determines action plan for important and emergency matters.
2. Interprets and follows policies, procedures and practices.

## 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 and problem solving 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 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.

**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 four (4) years of administrative experience, and/or coordinating various projects in an office environment.

--OR--

Associate's Degree and three (3) years of administrative experience, and/or coordinating various projects in an office environment.

**Other Preferred Qualifications:**