



Savannah State University Position Description – Administrative Coordinator

POSITION DESCRIPTION

Position Title: Administrative Coordinator FLSA Status: Nonexempt
Reports to: Director of Human Resources
Department: Human Resources
Date Prepared: June 2003

BASIC FUNCTION

To coordinate the recruitment activities; to ensure compliance with compensation and contract policies, procedures and agreements; to process and maintain leave records and assist in training and development activities; coordinate other administrative activities as needed.

NATURE & SCOPE

Reporting to the Director of Human Resources, this position plays a key role in coordinating several human resources functions. The position operates within well defined University practices and policies and has the latitude to make decisions as needed from an administrative standpoint in the human resources area.

The incumbent supervises student workers on a frequent basis. This position is challenged by being responsible for the end product of processes that are dependent upon department heads/managers following preset guidelines. Because of this the Administrative Coordinator must work effectively with all areas of the University to be successful in the role.

This position maintains files on expenditures incurred for advertising, and processes and reconciles credit card transactions.

PRINCIPAL ACCOUNTABILITIES

- Processes recruitment related paperwork to facilitate advertising vacancies and processes employment related forms.
- Interacts with department heads and other responsible parties in the implementation of compensation and contract provisions. Prepare, distribute and receive related materials.
- Conducts classification reviews and position description updates.
- Oversees performance evaluation process, distributes and receives materials. Assists in salary survey and market analysis.
- Coordinates leave reporting and verifies accurate compensation. Supervises records management and retention activities.

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

This position requires a four-year college degree.