JOB DESCRIPTION

TITLE

Coordinator, Facilities Management Support Services

JOB SUMMARY

Assists the Manager, Facilities Business & Support Services in managing the day-to-day operations of the office of the Associate Vice President and maintains the calendar, appointments, correspondence, filing, travel and special projects for each as assigned. Accomplishes duties related to data gathering and reporting, fleet scheduling, client notification, billing and procurement, and other various tasks. Work is performed with general supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Manager, Facilities Business & Support Services

Supervises: Supervises full-time departmental clerical staff, part-time and student workers as assigned.

ESSENTIAL DUTIES - May include, but not limited to the following:

- Assists with oversight of maintenance and coordination of the calendar, appointments, correspondence, filing, special projects and travel for the Assoc. VP of FMC and all direct reports thereof.
- Manages contracted services process, requests, execution, and archival including during emergencies.
- Assures prompt execution of all personnel transactions, employee travel, emergency and after-hours personnel scheduling performed by clerical and/or student employees.
- Responsible for independently performing highly responsible and confidential clerical duties and performing non-standardized work requiring the employee to work out production methods, schedules and priorities.
- Interprets and assists in recommending and execution of updates to policies and procedures for department as needed.
• Interprets and handles requests received via email, Internet, hand delivered, or telephoned into the Facilities Operations Support division as requested.
• Maintains contact with other University offices and external agencies on behalf of Assoc. VP, Facilities Management & Construction and immediate supervisor as requested.
• Assists with departmental budgeting preparation, monthly summary reports and projections.
• Prepares departmental purchase orders and travel reimbursements.
• Assists department with special assignments and projects.
• Oversees, prioritizes and processes service requests for proper scheduling.
• Assists with coverage for Facilities Operations Support as requested and, when performing in such a capacity, responsible for managing work order requests, issuing and receiving keys, and automotive pickup, deliveries and returns.
• Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ADDITIONAL DUTIES

• Performs clerical duties as assigned, including the production of general correspondence or other needs as defined by departmental directors, assistant directors, managers and supervisors.
• Performs other duties as requested.

EDUCATION

College degree or some college with 4 years prior work experience equivalent required. Job related vocational training or other education may be substitute on a year-for-year basis for the required experience.

EXPERIENCE

Eight years of experience in administration. A combination of education, job related experience, and training may substitute for the experience required.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.
**KNOWLEDGE, SKILLS, AND ABILITIES -** The following are essential:

- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- Ability to pay strict attention to detail and be deadline-oriented.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to communicate effectively - orally, by phone, in person, and in writing.
- Ability to respond to emergency situations in a timely manner.
- Ability to effectively supervise part-time and student employees on behalf of the department and maintain their timesheets.
- Ability to use a personal computer, efficiently utilize MS Office Suite, have an understanding of database management and entry techniques and software, and be able to use and train others to use office equipment and software effectively.

**PHYSICAL DEMANDS**

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

**WORK ENVIRONMENT**

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is performed indoors and/or outdoors.

**SAFETY**

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.
The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: ___________________________  Date: ___________

Employee Printed Name: ___________________________

Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran’s status, or against qualified disabled persons.

All positions at Texas Woman’s University are deemed security sensitive requiring background checks.