

## **Sul Ross State University Position Description**

**Official Title:** Program Coordinator-CBBS    **Salary Group:** 13    **Job Code:** 4010

### **Summary**

Function: Provides highly skilled administrative assistance in a critical area.

Scope: Manages preparation of high priority and sensitive materials; exercises independent judgment in a wide variety of routine and complex office decisions.

### **Duties**

Essential: Operates computer utilizing advanced expertise for word processing, spreadsheet applications and/or database management. Keeps various administrative fiscal records for reporting on grant funds, donations, and individual project expenditures; prepares and/or verifies documents for accuracy such as annual reports, correspondence, etc. Assists director with completing required biennium budget information. Uses Banner for requisitioning supplies and compiling monthly financial reports for each account. Adds and removes items from the Marketplace online store, including updating conference and banquet registrations and memberships. Checks Marketplace daily for new orders and fulfills them. Updates webpage content with the assistance of the SRSU webmaster or from outside contracted help. Provides associate members and the public with information on the Center for Big Bend Studies (CBBS) and attends various functions to sell CBBS publications. Makes arrangements for travel, meetings, and special programs, as well as prepares travel applications and vouchers for per diem. Prepares agendas and packets, takes and transcribes minutes, and follows up on issues discussed at staff, Friends of CBBS Board, Advisory Council, Editorial Board, and Fundraising Committee meetings; prepares various correspondence to boards, funders, associate members, and other entities. Arranges review of submitted Journal articles with Editorial Board members. Maintains membership records and prepares all bulk mailings of membership renewal forms, Annual Conference registrations, journals, and newsletters to members. Organizes Annual Conference and banquet; generates Calls for Papers; assembles information for registration brochure; registers attendees; assists presenters with needs; arranges for conference space, food, equipment, lodging and payment for the banquet speaker, lodging for special guests, and golf cart reservation for guest transportation; prepares the printed program by editing abstracts and bios of presenters and types and lays out the program for the printer; prepares nametags and attendee packets; arranges for and trains session chairpersons and timekeepers; works throughout the conference for onsite registrations, sale of merchandise, overseeing the event and solving problems as they arise; works with director to make the schedule; sends thank-you notes to presenters, vendors, timekeepers, and session chairpersons; and prepares a profit/loss balance sheet post conference. Receives and deposits money for sale of merchandise, membership, and conference fees. Conducts the yearly inventory of SRSU equipment with assistance from other staff members. Maintains employee files for timesheets, leave requests, keys requested, etc. Maintains a detailed Office Manual for completion of tasks and duties. Works with printer for bids and final proofs of publications as well as advertisement posters, conference programs, and journals. Uses Metasoft internet site for fundraising efforts; contacts foundations and donors and assists in preparation of proposals and letters of inquiry for fundraising. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Preferred: Assists with editing articles and bios for Journal of Big Bend Studies and corresponds with authors as needed. Works with outside layout person regarding illustrations and their placement within Journal articles. Assists with editing, content, and layout of the yearly newsletter. Edits other manuscripts and reports as needed.

Non-Essential: Duties unique to CBBS and other duties as assigned.

**Supervision**

Received: Broad instructions on policy and procedure.

Given: Supervises student employees.

**Education**

Required: College or business school courses or equivalent.

Preferred: Bachelor's degree.

**Experience**

Required: Four years of related office experience or training.

Preferred: Four years of related experience, with part at SRSU or other university.

**Equipment/Skills**

Required: Standard office machines; advanced computer skills.

Preferred: Expertise in Excel and Word.

**Working Conditions**

Usual: Office conditions; standard hours; exempt from overtime provisions. Position is Security Sensitive.

Special: May be required to go in the field to meet with landowners or donors.

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date revised: 11/28/18