

### JOB INFORMATION

Job Code	AD95
Job Title	Admstr, Advancement Business Operations
Pay Grade	MC08
Range Minimum	\$45,000
33rd %	\$54,000
Range Midpoint	\$58,500
67th %	\$63,000
Range Maximum	\$72,000
Exemption Status	Exempt
Approved Date:	3/5/2024 4:53:13 PM

### JOB FAMILY AND FUNCTION

Job Family:	Marketing, Communications, & Multimedia
Job Function:	Administrative Operations

### JOB SUMMARY

Reporting to the Director for Marketing, the Coordinator Business Operations is responsible for providing guidance to the entire division/college to create efficient and effective business processes. This position understands the breadth work of the units work, how each department and function interrelates to one another and identifies collaborative opportunities amongst staff within the department and across the division when applicable. This position also provides oversight to similar functions, particularly with high-volume communication project coordination.

### RESPONSIBILITIES

- Provides guidance to all division staff in the creation, organization, and documentation of business processes. Identifies and maintains standards and procedures to ensure business continuity and enhanced constituent experiences.
- Develops processes and associated tools to provide efficiencies, automated workflows, and technological solutions to a variety of division/college work.
- Establishes and coordinates a variety of projects to ensure a timely and efficient completion by working with a variety of subject matter experts.
- Provides guidance and direction of the division leadership, specifically to ensure effective and efficient communication project coordination and timelines. Maintains a macro-understanding of marketing and communication projects, goals, data, outcomes, and deadlines.
- Creates productions schedules, workflows, summary and budget reports, sets time frames, and coordinates with other departments to ensure that project deadlines are met and within budget.
- Reports progress to leadership and communicates regularly with staff across the Division, University, and External Vendors.
- Maintains daily/monthly department quality and productivity standards to meet department goals.
- Responsible for the assistance and guidance in the development for policies, procedures, and applications to identify, recommend, create, document, and communicate procedures in a clear and concise manner.
- Informs supervisor of major issues and compliance risks. Performs data collection and analyses to provide meaningful service to clients.

### SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May supervise employees but supervision is not the main focus of the job.
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### MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform the minimum requirements listed below, which are representative of the skill, and/or ability required.

## MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
High School		And	6 years of	Experience in data collection, reporting, project management software, and communication with clients and outside vendors.	Or
Associate's Degree	No Specific Discipline.	And	3 years of	Experience in data collection, reporting, project management software, and communication with clients and outside vendors.	Or
Bachelor's Degree	No Specific Discipline.	And	2 years of		

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Ability to coordinate complex projects with limited timeframes.

Knowledge of efficient workflows, techniques, and quality control.

Excellent time-management and organizational skills.

## PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Office and Administrative Support

## PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

## WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme temperatures		X			
Hazards		X			
Wet and/or humid		X			
Noise			X		
Chemical		X			

## WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Dusts		X			
Poor ventilation		X			

### Vision Requirements:

Ability to see information in print and/or electronically.

### Travel Requirements:

None Required