



JOB INFORMATION

<i>Job Code:</i>	111032
<i>Job Title:</i>	Office Coordinator
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	
<i>Job Family:</i>	Administrative/Clerical Support
<i>Job Family Group:</i>	Administration
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Maintains systems for administration of records for assigned area. Maintains office efficiency. Implements office systems, layout and equipment procurement. Reviews, prioritizes and responds to correspondence and incoming calls directed to supervisor. Acts as liaison between supervisor and subordinates for communicating information. Researches, gathers, organizes and summarizes data for reports. Assists in the administration of fiscal resources to meet a variety of ongoing and emergent priorities. Assists with department public relations functions, as assigned.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	
	X	Bachelor's degree	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		2 years	
	X	3 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Administrative experience in an office environment.
X		Excellent written and oral communication skills.
X		Experience with a wide variety of courier services.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
	X	Experience with procurement, asset management and record retention.
	X	Knowledge of university policies and procedures.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Assists in developing and coordinating implementation of department policies and procedures. Ensures effective transfer of files, records and equipment. Delivers and picks up documents and packages, managing and preparing mail through a variety of courier services (e.g., USPS, FedEx, UPS). Transfers and disposes records and equipment according to retention schedules and policies.				
Maintains office efficiency. Maintains systems for administration of records for assigned area. Ensures filing systems are maintained and up to date. Implements office systems, layout and equipment procurement. Maintains and replenishes inventory and on-site storage areas. Reviews and approves supply requisitions. Coordinates audiovisual equipment setup and maintenance. May facilitate the maintenance of department vehicles, as assigned. Assists supervisor with maintaining department emergency supplies.				
Reviews, prioritizes and responds to correspondence and incoming calls directed to supervisor. Researches requested information or takes necessary steps to address issues and resolve problems. Reports actions taken to supervisor. Reviews, analyzes and makes recommendations to supervisor regarding requests submitted by departmental staff.				
Researches, gathers, organizes and summarizes data for reports. Analyzes data for trends or conclusions and presents results and recommendations to supervisor. May compose and prepare written documents and correspondence for the office (e.g., memos, presentations, spreadsheets).				
Gathers pertinent data to assist with facilitation of financial efforts. May maintain internal accounting records, as necessary. Assists in coordination of department public relations functions (e.g., special events, conferences, seminars), as assigned. Maintains vendor relationships and service contracts, as necessary.				
Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
			<i>Essential:</i>
			By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the

position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

_____	_____	_____
Print Employee Name	Signature	Date
_____	_____	_____
Print Manager Name	Signature	Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.