

# University of Houston – Clear Lake

## Position Description

Job Title: **Academic Support Services Coordinator**

Job Code: **3665**

Pay Grade: **030**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

### QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree in Business Admin or related field.	
Experience	Three - five years experience in assisting senior level administrators in the execution of special projects.	Applicants with relevant work experience in a college or university setting will receive special consideration.
License/Certification		

*This position may be security sensitive requiring a background check of the final candidate.*

### POSITION SUMMARY

**Coordinates the clerical support operations for the Office of the Provost including overall office supervision, front office management, and coordination for the Administrative Support Team. Provides overall coordination of web development activities for the Office of the Provost in addition to the development and training for the Portal of Office of the Provost. Overall coordination of the university catalogue, scheduling grid, academic calendar, faculty awards/honors and special projects as needed to support the initiatives of the Office of the Provost.**

### Duties and responsibilities

% Time

Develop schedules and timelines (tracking as appropriate), create processes and procedures; evaluate operational issues and determine best course of action; supervise the management and tracking of projects; liaison with AVPs and other clients to ensure their concerns are addressed; create filing and tracking systems where appropriate; convert hard copy documents to electronic versions easily accessible to academic and support staff; coordinate the maintenance and creation of databases for office automation.	40
Hire, train, mentor, assign work, establish goals, evaluate performance and take corrective action when necessary, create a collegial and collaborative team, oversee delegation of work to Administrative Support Team and student employees.	25
Coordinate the web development and portal maintenance activities for the Office of the Provost.	20
Coordinate the annual publication effort of the university catalog.	15

*This position description describes the general qualifications, duties and responsibilities of work being performed.*