# Administrative Supervisor– Position Description

## Position Purpose

Supervise staff regarding daily operations, monitor workflow, prioritize and delegate work to ensure efficient operations. Interview, hire, and evaluate performance to support operational and staff development. Train new employees and provide backup to ensure operational efficiency.

## Duties and Responsibilities

 • Coordinate the Division’s operations for faculty and staff, which include budgetary resources, faculty recruitment, human resources, grant preparation and submission, and practical applications of policies and procedures. Exercise independent judgment in methods of coordinating, planning and implementing office activities and procedures. Serve as a resource on policy to staff and faculty.

 • Oversee the daily operations of administrative support staff. Conduct and participate in team meetings to establish, improve, or maintain appropriate internal and external communication.

 • Supervise staff, assist Director in recruiting position vacancies and assist in staff performance evaluations. Review quality, accuracy, and timeliness of work for direct reports.

 • Develop training strategies to improve administrative support staff performance.

 • Initiate purchase order requests, check requests, and travel expenses.

 • Assist faculty in preparation of grant budgets. Assist in budget development and approving purchase orders or other financial commitments.

 • Execute special projects such as space allocations, relocations, major equipment purchases, and national and international meeting organization

 • Assist with disciplinary actions as needed for direct reports following appropriate regulatory and xx guidelines.

 • Resolve problems, issues, and concerns with department personnel and administrative support staff

 • Provide backup for all staff when necessary (not more than 20% of the time) and assist with special projects.

## Knowledge, Skills and Abilities

Knowledge of computers, clerical procedures, customer service standards, collaboration, and information management.

Organization, time management, interpersonal, communication, and problem solving skills.

## Position Requirements

Education: Associate degree

Experience: 3 years

FLSA: Exempt