# Business Operations Coordinator– Position Description

## Position Purpose

Function as a key coordinator for department administrative operations involving space, facilities, administrative resources, and special projects. Coordinate functions of the department to support operational objectives and strategic initiatives, consistent with policies and procedures. Provide oversight for space and facilities and administrative business practices across multiple divisions. Foster consistency in practices and adherence to policy throughout the Department.

## Duties and Responsibilities

• Provides various office and location support activities.

• Identifies, enhances, and follows specific processes and procedures to maximize the efficiencies of the business unit to which the support is being provided.

• Ensures correct functioning of facilities, office and/or business support services.

• Develops and prepares budgets and analyzes financial information.

• Directs department operations and allocates people, material, and financial resources to ensure operational efficiency.

• Manages office services and operations including preparing reports, analysis, and other business services.

• Responsible for the coordination and implementation of department administrative operations involving space, facilities, administrative resources, and operations. Assist in the development of Departmental policy and procedure statements and implement approved changes to assure compliance with institutional policies.

• Carry out special projects on behalf of Department leadership. Collaborate with xx Central Services to implement administrative and programmatic functions in support of the Department of xx strategic and operational objectives while maintaining alignment with institution-wide initiatives.

• Under the direction of Department leadership, coordinate departmental and program renovation projects in conjunction with institutional facilities offices. Coordinate departmental activities related to space, facilities and equipment, including renovations, moves, maintenance and ongoing facilities operations. Maintain appropriate records of renovations, reallocation of space, and equipment inventory in appropriate record-keeping systems. Under the direction of Department leadership, interact on behalf of Department with architects, contractors, xx administration or other parties as necessary and participates in planning and design as necessary.

• In collaboration with Department administration, coordinate onboarding of administrative personnel. Serve as a liaison to section administration to coordinate the implementation of Departmental and Institutional initiatives.

• Follow the code of conduct, all laws, regulations and policies and ensure legal compliance with governmental and grant requirements.

## Knowledge, Skills and Abilities

Knowledge of technical, business, consultation, project management, and cultural awareness.

Customer focus, building trust, communication, critical thinking, and influencing skills.

## Position Requirements

Education: Bachelor’s degree

Experience: 4 years

FLSA: Exempt