

POSITION ANNOUNCEMENT
Madonna University

Job Title: Senior Coordinator
Department: College of Education and Human Development
Reports To: Dean
Status: Full-time

SUMMARY

This position provides, high level administrative support to the Dean of the College of Education and Human Development and assigned departments within in the college.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Manages the Dean's schedules, appointments and correspondence. Also screens, assesses, directs and resolves email, in-person and phone inquiries to the College on behalf of the Dean, Department Chairs, Program Directors and faculty as requested.
2. Coordinates the Dean's initiatives and college-wide events; also collaborates with academic leaders in the management, supervision, and completion of special projects and events at the department and institutional levels as requested by administrators.
3. Represents the Dean as a liaison to external vendors to meet office and College needs, including assessing requirements and negotiating prices,
4. Provides academic and institutional support to faculty members of the college as needed.
5. Developed ongoing -wide, digital systems and procedures by analyzing office practices and capacity; evaluates software and technology options to meet college needs. Assess and sustains office resources for administrative use.
6. Generates mandated reports of compliance with professional standards established by institutional and discipline - specific accreditors, using institutional and external data. Creates annual reports to the college and department academic leaders.
7. Complete an annual budget request for student employee allocations. Interviews, selects. orients, evaluates and supervises student employees. Facilitates a safe, secure and ethical work environment for student employees.
8. Process criminal background checks, maintains student teacher and field placements, generates reports, inputs/edits data regarding schools, centers, and mentoring teachers; generates correspondence and record-keeping.
9. Creates and updates college-wide marketing materials according to institutional standards.
10. Updates College of Education and Human Development information sheets for graduate and undergraduate programs as well as department faculty and staff contract lists.
11. Inputs fall, winter and spring course schedule of offerings into the institutional data system.
12. Coordinates and manages portions of college-wide faculty search and onboarding process.
13. Process room requests via ASTRA; submit Asset Essentials Work and IT orders.
14. Monitors and maintains office supply inventory, order/purchase pre-approved items; also remit requisitions for payment.
15. Schedules meeting arrangements for Dean as necessary.
16. Other duties as assigned.

QUALIFICATIONS

The above statements reflect the general responsibilities of the position and should not be construed as a detailed description of all the work requirements that may be inherent in this position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Associate Degree or equivalent work experience and a minimum of three to five years administrative support experience; higher education experience preferred. Excellent organizational, short-handed, telephone and interpersonal skills are also essential. Utilizes ethical decision-making and maintains strict confidentiality regarding college business. Excellent

language and mathematical skills are vital. Working knowledge of Microsoft Office, Excel, Blackboard and Jenzabar.

TO APPLY

Please complete the application on our website at madonna.edu/hr. Please send a letter of intent reflecting the above responsibilities and qualifications and a resume to hr@madonna.edu. Current employees must complete the internal application on MY Portal >Employee Resources.

MADONNA UNIVERSITY

A Catholic institution founded by the Felician Sisters, and guided by the values of St. Francis. Candidates must be committed to excellence in teaching, scholarship, and service, and support the Mission of the University. We are an equal opportunity employer committed to a culturally diverse workforce. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability. Candidates must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Thank you for your interest in employment opportunities at Madonna University.