



**JOB DESCRIPTION**  
**Administrative Coordinator I**

<b>Employee Name:</b>	<b>Employee ID:</b>	<b>Supervisor:</b>
<b>Class Code:</b> AH10	<b>Class Title:</b> Administrative Coordinator I	<b>Advertised Rate:</b> A
<b>Position Number/Slot:</b>	<b>Campus:</b> Columbia	<b>Work County:</b> Richland
<b>FLSA/Base Hours:</b> Non-Exempt/2080	<b>Full Time/Part Time:</b> Full Time	<b>SOC Code:</b>
<b>State Funding %:</b> 100	<b>Federal Funding %:</b> 0	<b>Other Funding %:</b> 0
<b>Pay Band:</b> 5 - \$33,494 \$47,734 \$61,975	<b>Basis/Hours per week:</b> 12 months/37.5	<b>Type of Staff Position:</b> Full-time Equivalent (FTE)

**Job Purpose:**  
Under general supervision performs administrative and support service activities for the Director of the Office of Equal Opportunity Programs as well as the Assistant Director. Serves as investigator for the conciliation, and disposition of complaints or violations of federal, state and university rules, regulations and policies as it relates to students of the University.

**Essential/Non-Essential Functions:**

Job Duty	Under the supervision of the Director of Equal Opportunity Programs, works collaboratively with the Division of Student Affairs, the Division of Human Resources, and the Legal Department in resolving the conciliation, and disposition of complaints or violations of federal, state and university rules, regulations and policies as it relates to students.
Essential Function	Yes
Percentage of Time	50

Job Duty	Oversees the general administrative, business management and/or support activities with respect to student complaint case work, i.e. receiving complaints, investigating complaints, typing of reports, maintaining confidential files, general office duties, etc. as it relates to university students.
Essential Function	Yes
Percentage of Time	30

Job Duty	Under the supervision of the Director of the Office of Equal Opportunity Programs, lead confidential student investigations and complex special assignments, prepares and maintains specialized records and reports as it relates to the resolution of complaints or violations of federal and state laws and university policies as it relates to University students.
Essential Function	Yes
Percentage of Time	10

Job Duty	Performs related duties as assigned by the Director of the Office of Equal Opportunity Programs.
Essential Function	Yes
Percentage of Time	10

<b>Supervisory Responsibilities:</b> Indirect supervision of undergraduate or graduate students.	<b>Guidelines and supervision received to do this job, including independence and discretion:</b> Will be under the supervision of the Director of the Office Equal Opportunity Programs. Must have excellent interpersonal skills, investigation experience, office management and above average computer skills. This position requires the ability to make sound decisions and maintain confidentiality.	<b>Hazardous Weather Category:</b> Non-Essential
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<p><b>USC Minimum Qualifications:</b> Bachelor's degree and 2 years related experience in business management, public administration, or administrative services; or equivalency.</p>	<p><b>Position Specific Minimum Qualifications:</b> Bachelor's degree and 2 years related experience in business management, administrative services, legal issues or related field; or equivalency.</p>
<p><b>Knowledge/Skills/Abilities:</b> Extensive knowledge of federal, state and university rules, regulations and policies. Must have investigation experience and the ability to make sound decisions and maintain the confidentiality of investigations. Must have excellent writing and communication skills, work effectively with a diverse community and handle stressful situations or distressed persons while maintaining composure &amp; professionalism. Working knowledge of Microsoft Office, Outlook, Maxient.</p>	<p><b>Preferred Qualifications:</b></p>
<p><b>Mental Demands:</b> Analytical and Problem Solving, Confidentiality, Constant Interruptions, Customer Contact, Detailed Work, Language, Multiple Concurrent Tasks, Reading (documents or instruments), Reasoning, Stress, Training, Verbal Communication, Written Communication</p>	<p><b>Additional Mental Demands:</b></p>
<p><b>Physical Demands:</b> Carrying, Attendance, Driving, Kneeling, Pulling , Pushing, Reaching, Removing, Sitting, Speaking, Standing, Walking, Writing, Talk or Hear</p>	<p><b>Additional Physical Demands:</b></p>
<p><b>Lifting Requirements:</b> Up to 50 Pounds (Medium)</p>	<p><b>Visual Acuity Requirements:</b> Close Visual Acuity (e.g., viewing a computer screen; using measurement devices)</p>
<p><b>Noise Conditions:</b> Ability to Adjust Focus</p>	<p><b>Physical Demands (Elements Exposed to):</b> None of these listed</p>
<p><b>Equipment Needed to Perform the Duties:</b> Calculator, Computer and Peripheral Equipment, Copier, Fax, Scanner, Telephone, Vehicles</p>	<p><b>Additional Equipment Needed to Perform the Duties:</b></p>

The University of South Carolina does not discriminate in educational or employment opportunities on the basis of race, sex, gender, gender identity, transgender status, age, color, religion, national origin, disability, sexual orientation, genetics, protected veteran status, pregnancy, childbirth or related medical conditions.