

**PROFESSIONAL POSITION DESCRIPTION**

**Position Title: Administrative Coordinator Student Affairs**

**Division: Law**

**Department: Student Services**

**Location: Office on Portland campus**

**Schedule: Regular, full time, with nights and weekends as required**

**Reports to: Associate Dean of Student Services**

**STATEMENT OF THE JOB:** The Administrative Coordinator for Student Affairs has primary responsibility for managing the daily functioning of the offices of Student and Registrar Services. The Administrative Coordinator is responsible for planning and coordinating special and regularly scheduled Student Affairs-related events at the Law School. The individual in this position also manages office correspondence, calendars, and resource information.

**ESSENTIAL FUNCTIONS:**

*Student Affairs:*

* Acts as the first point of contact for students, including fielding student inquiries, managing students in crisis, directing students to appropriate resources, and cultivating an overall student student-centered office.
* Provides overall support to the Associate Dean of Student Services, including scheduling, correspondence, record management, meeting preparation, and other duties as assigned.
* Takes the lead in coordinating the Law School’s annual graduation.
* Plans and coordinates the Law School’s Orientation in collaboration with the office of admissions.
* Collaborates with student organizations by supporting (and staffing) student-driven events, updating the electronic student portal on a regular basis, and providing administrative support to student organizations as needed.
* Coordinates foreign exchange programs and study away applications, including drafting good standing letters and consortium agreements, and communicating with exchange partners.
* Collaborates with various offices to provide L.L.M. and other international student support.
* Plans, organizes, and implements various student services events (like the annual MAPIL Auction), creates publications; prepares letters and flyers to publicize programs; connects with stakeholders; and purchases event-related catering and other items.
* Coordinates exam accommodations for students with disabilities and manages correspondence and record-keeping related to student accommodations.
* Manages locker assignments and student mailboxes and updates relevant student documentation throughout the year.
* Updates and maintains the student life section of the online student portal, as well as the Student Handbook.
* Compiles and updates the Annual Faculty, Staff, and Student Directory.
* Manages departmental and student group posters and publications throughout the building.
* Supports the Associate Dean of Student Services in the development and implementation of co-curricular programming and community engagement.
* Provides support to external resource providers during on-campus office hours.

*Scheduling*:

* Oversees scheduling of student organization meetings and events and ensures that all information pertaining to student events is transferred to the appropriate calendars and disseminated effectively.

*Registrar*:

* Serves as the backup to the Registrar’s office for various administrative tasks.

**SPECIAL ESSENTIAL FUNCTIONS/RESPONSIBILITIES\*:** This position is essential to ensuring efficient day-to-day operations of the Student Affairs office and connecting the student body with important resources. As such, the Administrative Coordinator must be detail oriented, value efficiency and organization, thrive in a fast-paced environment, and work well under pressure. The position serves multiple constituencies; the ideal candidate will be equipped to manage simultaneously varying priorities and projects. The role requires a love for working with students and outstanding interpersonal competency. Overall, the Administrative Coordinator must possess an ability to maintain sensitive and confidential information in a professional manner and exhibit excellent verbal and written communication skills.

**SUPERVISORY RESPONSIBILITIES:** student fellow, work-study students.

**BUDGET RESPONSIBILITIES:** None

**PUBLIC AND PROFESSIONAL ACTIVITIES RELATED TO JOB PERFORMANCE:** n/a

**INTERNAL AND EXTERNAL CONTACTS:**

**Internal:** Administrative Offices, faculty, staff, and students. Various University of Southern Maine offices.

**External:** Adjunct faculty, alumni, and external vendors.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

* Possesses exceptional attention to detail and verbal and written communication skills.
* Ability to maintain highly organized and efficient workflow, handle multiple competing priorities and calendars, and set and meet deadlines.
* Experienced in MS Office Suite and Adobe, with a high aptitude for technology and operating a variety of office equipment and systems.
* Demonstrates kindness, respect, and empathy, with the capability to build relationships with individuals of all professional and personal backgrounds.
* Takes action to plan, systematize, and help move forward various programs and initiatives.
* Enjoys event and program management, seeing projects through from start to finish.

**QUALIFICATIONS:**

**Required:**

* BA/BS from an accredited institution and a minimum of three years’ experience in a fast-paced legal or service provider setting, or the equivalent combination of education and experience.
* Willingness and ability to take initiative as needed.
* Strong customer service orientation; excellent organizational, verbal and written communication, proofreading, interpersonal, and problem-solving skills.
* Strong information technology skills, including experience with MS Office package.
* Ability to handle confidential information, work independently, exercise sound judgement, and meet deadlines.
* Ability to work with grace under pressure and to prioritize multiple tasks.
* Ability to work outside of the typical workday hours as needed for various events and programs.

**Preferred:**

* Experience in an academic environment (preferably a higher education setting) with customer service and/or event planning experience.
* Intercultural experience either in a work or educational setting to maximize effective communication with individuals of varying backgrounds.

***\*NOTE****: All individuals who are recommended to fill and subsequently offered a position with* ***special essential responsibilities*** *as listed above, or other licensure or certification, shall have the following additional applicable background screening completed (in addition to regular and standard background screening) based on the responsibilities of the position: Credit history screening, and/or Sex offender registry screening, and/or Federal criminal history screening and/or License/certification verification.*

***For Human Resources Use***

**Date Approved: July 2021**

**Date Revised:**

**Job Family:**

**Salary Band: 02**

**Unit:**

**CUPA code:**

**Employee:**

**Position #: 00023148**