

**IMMEDIATE
OPENING!**



**TEXAS A&M
AGRI LIFE
RESEARCH**

POSITION INFORMATION	HIRING UNIT
Title: Senior Administrative Coordinator I Type: Full-Time Location: San Angelo, Texas Salary: Commensurate with Experience Pay Basis: Monthly	Texas A&M AgriLife Research 7887 U.S. Highway 87 N. San Angelo, Texas 76901 http://sanangelo.tamu.edu (325) 657-7333

POSITION DESCRIPTION

The person in this position will work closely with the Center Director and Senior Administrator to assist with the fulfillment of all administrative functions of the Research Center, serve as Unit Contact/Liaison with off-campus units and all on-campus departments, and exercise discretion and independent judgement with respect to matters of significance and treat all matters with a high level of confidentiality.

Specific Responsibilities:

- Assist Center Director and Senior Administrator with all administrative functions of the Center, including but not limited to scheduling to meet deadlines and appointments, and with disciplinary matters relating to Research staff.
- Assist Senior Administrator with scheduling of maintenance and custodial staff and facility repair requests and projects.
- Serves as Department Administrator for all HR-related matters for Research staff to include personnel issues, attendance and leave reports, Family and Medical Leave Act (FMLA) designations, preparation and submission of Worker's Compensation reports, compliance issues, and system audit preparations. Coordinates office records retention schedules, maintains office reference and resource materials, and conducts verification of bi-weekly and monthly payroll, and time and effort reporting.
- Responsible for posting and maintaining job listings through Workday employment website, all new hire and termination paperwork, new employee onboarding/orientation, and setting up/maintaining personnel files.
- Supervises assigned staff.
- Assists Business Associate with all financial matters when needed and act as backup when required. Review and approve monthly financial reconciliation reports and send required reports to College Station via LaserFiche.
- Provides assistance to all staff as needed regarding office procedures and general office management.
- Other duties as assigned.

Required Education and Experience

- Bachelor's degree or equivalent combination of education and experience.
- Six years of related experience

Other Requirements

- Knowledge of word processing, spreadsheet, database, pdf, and presentation applications.
- Excellent computer skills.
- Ability to organize work effectively, and to prioritize objectives with a high level of discretion, independent judgment, and initiative.
- Excellent interpersonal and professional communication skills.
- Planning and organizational skills.
- Ability to multitask and work cooperatively with others.



This document does not list all responsibilities or requirements for this position.

To see the complete listing and to apply:

https://tamus.wd1.myworkdayjobs.com/en-US/AgriLife_Research_External/details/Senior-Administrative-Coordinator-I_R-051916?q=san+angelo

For more information, please contact:

Phyllis Bengé: 325-657-7333; Phyllis.Benge@ag.tamu.edu

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