

Business Coordinator III

Summary of Role

Positions at this level perform a variety of business, fiscal, and administrative functions to address the business needs of a department, unit, or the University. Work involves a variety of functional activities, most of which are not well defined. Work may involve the supervision of others. Ability to manage a variety of business and records functions. Perform research, data collection, analysis of information, and report writing. Interpret policies and procedures to facilitate and ensure the application of sound business practices. May require the ability to integrate policies and procedures with work units external to the organization.

Scope

- Program knowledge includes acceptable interpretations, applications, and allowable exceptions of written policies and procedures. Requires knowledge of organizational structure, functions, and services, programs, office procedures and practices.
- Performs research, data collection and analysis of information, and report writing. Utilizes, reconciles, and manipulates data from different internal and external systems. Applies an in-depth knowledge of a variety of complex processes and procedures.
- Independently resolves and/or develops recommendations for unprecedented issues and problems. Problem resolution requires some interpretation of policy and procedures. Serves as a resource for others in resolving unprecedented, non-standard issues and problems. Assumes responsibilities for and manages the results of decisions.
- Interprets guidelines, answers inquiries and advises others regarding processes, services, and operations as applied to non-standard situations. Communicates expectations to other employees. Exercises responsibility for administering the budget, which includes making recommendations regarding the use and distribution of funds.
- May supervise other employees which includes setting expectations, evaluating performance and input on hiring and termination.

Education and Experience

Graduation from high school and three years of related office experience with at least one year directly related to the assignment. May substitute an equivalent combination of education and experience.