



**University of Texas at El Paso  
Job Description**

**Job Code:** 9814  
**Job Title:** Business Coordinator-Facilities Services  
**Department:** Facilities Services  
**Reports To:** Associate Vice President  
**FLSA:** Exempt  
**Prepared by:** Human Resource Services  
**Creation/Revision:** December 16, 2010

**Summary:** Under the limited supervision of the Associate Vice President (Assoc. VP) for Facilities Services, this position provides professional-level staff assistance to the Assoc. VP in the execution of his or her administrative responsibilities and assists in managing and coordinating the development and execution of a variety of projects spanning all areas of Facilities Services, Planning and Construction, and Special Facilities.

**Note:** The primary accountabilities below are intended to describe the general content of and requirements of this position and are not intended to be an exhaustive statement of duties. Incumbents may perform all or some of the primary accountabilities listed below. Specific tasks or responsibilities will be documented in the incumbents' performance objectives as outlined by the incumbents' immediate supervisor or manager. This position is security-sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. Must possess a valid driver's license issued by the State where the applicant resides and must be insurable as defined in the UT System BPM 16-05-02, as applicable to the performance of essential duties and responsibilities of the position.

**Statement of Duties and Responsibilities:**

Assists Assoc. VP with design and construction project management to include generating, updating and tracking project related forms, spreadsheets and timelines.

Manages Assoc. VP's calendar and independently schedules appointments utilizing Microsoft Outlook.

Arranges complex and detailed travel plans and itineraries, compiles documents for travel-related meetings, and prepares travel itineraries.

Interprets requests and helps implement action, as well as decides whether the Assoc. VP or other members of management should be notified of important or emergency matters, as needed. In the absence of the Assoc. VP, ensures that requests for action or information are relayed to the appropriate staff member.

Exercises initiative to respond to individuals which requires knowledge of Assoc. VP's views and philosophy.

Provides clerical and administrative support for Assoc. VP, including initiating, drafting, composing, preparing and proofreading confidential correspondence, reports, and other complex documents and providing effective communications both internally and externally to maintain a professional image.

Reviews and sorts incoming correspondence for Assoc. VP review, as well as identifying priority correspondence for immediate dispensation by Assoc. VP.

Records, transcribes and distributes meeting minutes within appropriate time frames.

Assists Assoc. VP with overall office management including supervising and coordinating overall administrative activities, scheduling and preparing staff departmental meetings, ordering and monitoring inventory supplies, and coordinating facilities and mail services activities.

Assists with monitoring internal control processes and financial analysis, account management/reconciliation.

Maintains filing system for correspondence, reports, legal and contractual documentation, and other records. Organizes filing and archive systems to facilitate the expeditious retrieval of information and ensures files are up to date and clearly marked for easy access.

May generate purchase requisitions, payment requests and other department forms and documents.

Supervises the workflow of the student assistants, assigns duties, and prepares timecards for payroll run.

Maintains a high degree of confidentiality on all sensitive information to which this position is privy.



Maintains an environment that promotes efficiency within the departments that report to the Assoc. VP.

Responsible for the organization of programs, events and meetings by arranging facilities and caterers, issuing information or invitations, coordinating attendees and controlling program budget.

Interfaces with campus departments and the University of Texas System Office of Facilities Planning and Construction.

Knowledge of all Microsoft Office software and able to learn and use institutional software systems.

Complies with all State and University policies.

Other duties may be assigned.

**Supervisory Responsibilities:** No supervisory responsibilities.

**Qualifications:** 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Minimum Education required:** Bachelor's degree from four year college or university within area of assigned responsibility.

**Minimum Experience required:** Two years related experience to the statement of duties and responsibilities; or equivalent combination of education and experience.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts; fumes or airborne particles; outdoor weather conditions; extreme cold (non-weather); extreme hot (non-weather); and construction hazards. The employee is required to stand; walk, sit; use hands to feel; reach with hands and arms; talk or hear. The employee must occasionally lift and move up to 10 pounds.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate. Occasionally, the noise level can be loud.