



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

Job Code: 19814
Job Title: Recreational Sports Department Business Coordinator (RSD Business Coordinator)
Department: Job may be available in different departments/divisions
Reports To: In accordance with specific departmental policies
FLSA: Exempt
Prepared by: Human Resource Services
Creation/Revision: January 25, 2016

Summary: The Recreational Sports Department provides recreational facilities, programs and services that directly impact student retention and student recruitment. The RSD does this through the collection of Recreation Fees, sale of memberships, locker rentals, and revenue collected by certain programs offered to students. In addition, we offer UTEP department's non peak usage of the facility for special programs and classes at a cost. The RSD Business Coordinator directly supports the administrative and business functions of the department.

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:

Acts as the face of the RSD Membership office by effectively interacting with students, staff, faculty, alumni and campus guests.

Reconciles departmental accounts as needed.

Manages and prepares reports for department budget, monthly reconciliations for various accounts including Pro Card, purchase requisitions, purchase orders, petty cash, and various events.

Prepares and maintains contract database and contract terms for businesses, special events, P3 classes and other business partners as needed.

Prepares yearly contracts per fiscal year.

Prepares notifications of deficiencies in meeting contractual obligations.

Proofreads contracts and other documents.

Maintains log of incoming and outgoing contracts.

Maintains monthly income and revenue projections for the department.

Processes institutional memberships.

Processes travel documents (insurance, travel advances and misc. documents) for all travel.

Prepares payments for all vendors and contractors as well as allocating the expenses/debits to the appropriate departments.

Reconciles departmental accounts as needed.

Manages and maintains filing for the department including reports and legal documentation.

Supervises 3 to 4 student employees; plans and implements internal office projects to streamline and organize administrative functions; maintains responsibility for general support functions to ensure efficient utilization of time.

Coordinates and implements methods and procedures for monitoring work activities, and recommends measures to improve methods, performance, and quality of product of services.



Orders and monitors inventory and office supplies, and coordinates facilities and mail service activities.

Processes travel/conference requirements.

Maintains library of informational materials for guest fees, membership sales, locker rentals and all other Membership office information.

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

Knowledge and understanding of Peoplesoft, is a plus.

Complies with all State and University policies.

Other duties may be assigned.

Supervisory Responsibilities: Supervisory responsibilities include but are not limited to student employees and may include an accountant specialist in the future.

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 a 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 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 usually quiet.