Coordinator, Freeman Center

Job Code 50022527

General Description
Coordinate center activities and work closely with Facility Manager and Center Director to ensure research, teaching, and outreach goals are enhanced.

Examples of Duties
Oversee the coordination of the Freeman Center.
Responsible for ensuring the proper recording, auditing, reconciliation, and reporting of financial transactions.
Reconcile purchase card accounts.
Prepare reports and inventory.
Develop and maintain a filing and tracking system for Center records
Assist in maintaining records on equipment, herd health records, and wildlife reports.
Verify employee timesheets for computer entry.
Pick up supplies and parts from local vendors.
Monitor building cleanliness and maintenance.
Interface with faculty and visiting scholars.
Support outreach activities such as youth hunts, retreats, and naturalist training.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: University policies and procedures; faculty and staff rules and regulations; basic farm and ranch management accounting practices; basic GIS.

Skill in: Communicating effectively with co-workers; effectively directing the work of others and motivate output; problem solving and decision making.

Ability to: read and understand instructions; prepare clear, concise and grammatically correct correspondence; explain policy and procedures to staff; be professional with University staff and patrons; work without supervision; perform basic math; work with the center geodatabase and produce maps and analysis; operate a computer and associated software.

Educational Experience
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements