Department Services Coordinator
Math, Economics, and Religious Studies

Summary of Duties and Responsibilities

Under the supervision of the Director of Academic Support Services with specific duties assigned by Department Chairs and faculty, the Department Services Coordinator provides a wide range of administrative support to the assigned academic departments, in particular, department chairs, to enhance the teaching, academic, and professional work of all department professors, and to enhance the learning environment for students. Other academic departments may be assigned based on the ongoing needs of the academic program.

Reports to: Director of Academic Support Services

This position is represented for purposes of collective bargaining by SEIU.

Essential Functions

The following statements are intended to describe the general nature and level of work being performed by an individual assigned to this job. Other duties may be assigned.

I. Manage the departmental budgets, including the use of any departmental endowed funds. Responsibilities include: monitoring and balancing the budget of each individual department and resolving discrepancies as they arise; overseeing purchasing of supplies and ensuring that a sufficient inventory is maintained; serving as liaison with the Business Office for all departmental budget issues; working with Department Chairs on budget forecasting to establish annual budgets and inform requests for budget enhancements; overseeing faculty use of the College credit card.

II. Coordinate communications and events for the department. Responsibilities include: maintaining and disseminating departmental information on a timely basis; managing and designing structural and copy-related enhancements to departmental websites to maintain current and accurate information; planning departmental events, including room reservations, publicity, food services, set-up, and tear-down, in a timely manner and in accordance with applicable policies and procedures; providing design and layout services for course flyers and advertising. Coordinate with Institutional Advancement to obtain contact lists for mailings.

III. Serve as building supervisor. Responsibilities include: serving as liaison with Facilities Management regarding building maintenance and repairs; serving as first point of contact for building equipment, including copiers, printers, projectors, etc.; submitting work orders in a timely manner and in accordance with applicable policies and procedures both for internal offices and outside vendors; coordinating individual faculty office assignments with Department Chairs; facilitating transition for incoming faculty (computers, keys, campus ids, mailboxes, etc.).
maintaining building master key; working with the Card Office and Campus Safety to coordinate student access to laboratories and other restricted spaces. Working with faculty and Facilities to ensure necessary equipment and supplies are in classrooms (e.g. adequate number of chairs for students enrolled in class, chalk, whiteboards, markers, lecterns.)

IV. Provide support for departmental projects. Responsibilities include: organizing materials for faculty reviews for tenure and promotion; facilitating NTT faculty searches and department program reviews as assigned, which require coordinating travel and accommodations for visitors, developing and planning on-campus schedules, and receiving and organizing all relevant materials; maintaining confidentiality as appropriate and preparing accurate and useful documentation.

V. Assist individual faculty. Responsibilities include: working with faculty on individual scholarly projects (e.g. grant funded internship programs, annual symposia); assisting with individual budgets and expense reimbursements for start-up funds, faculty travel allowances, faculty enrichment grants, professional development funding, and outside grants (e.g., Mellon, etc.); serving as the liaison between individual faculty and the Grants Office related to grant-funded activities; serving as a subject-matter expert on college wide policies, including student employment processes and labor guidelines, Accounts Payable processes and guidelines, front-line technology troubleshooting; copying course syllabi, handouts, etc. as requested, including coordinating with the college’s copy center; ordering materials and desk copies of course books within requested timelines; proctoring exams; posting messages on a timely basis to students on classroom doors during the absence of the faculty.

VI. Serve as first point of contact for the Departments and the building. Responsibilities include: performing general office tasks such as answering departmental phones; greeting visitors in a welcoming manner; maintaining files in an organized and efficient manner; accurately preparing, receiving and distributing mail; preparing correspondence, reports, and forms. Monitor graders hours and payroll information.

VII. Serve as supervisor for other departmental support employees. Responsibilities include interviewing, hiring, training and supervising student office workers following established college policies, procedures and timelines and in consultation with relevant Department Chairs, Faculty, and Office of the Dean.

VIII. Handles other duties and projects as assigned by the department chair, department faculty or Office of the Dean.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Required Qualifications:
- Bachelor's degree or equivalent education, training, and experience
- Three years administrative support experience, or equivalent
- Strong Project management skills
- Strong communication skills
- Ability to anticipate and assess the needs of the office and manage dynamic and competing priorities

Revised: September 2021
- Intermediate computer literacy and knowledge, including internet, MS Office, and Google Apps
- Excellent writing and proofreading skills
- High degree of accuracy and attention to detail
- Outstanding interpersonal skills and high emotional intelligence
- Excellent organizational skills and work ethic

Preferred Qualifications:
- Experience in a higher education setting
- Additional computer software skills such as Adobe Creative Suite, Qualtrics

APPLICATION INSTRUCTIONS

Please submit a resume and cover letter explaining how your qualifications meet the requirements of the resumes@oxy.edu.

Additional Information:

Occidental is an Equal Opportunity Employer and does not unlawfully discriminate against employees or applicants on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, breastfeeding or related medical condition, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, genetic characteristic or information, military and veteran status, or any other characteristic protected by state or federal law. Occidental is strongly committed to increasing the diversity of the campus community and the curriculum, and to fostering an inclusive, equitable, and just environment within which students, staff, administrators, and faculty thrive. Candidates who can contribute to this goal through their work are encouraged to identify their strengths and experiences in this area. Individuals advancing the College’s strategic equity and justice goals and those from groups that are underrepresented in the field are particularly encouraged to apply.

Salary is commensurate with experience and qualifications. A comprehensive benefits package is available that includes: excellent health, dental, life, and retirement benefits; tuition benefits for the employee, spouse, domestic partner, and dependents; additional extras including use of gym facilities and the College Library. For a detailed description of benefits, please visit https://www.oxy.edu/offices-services/humanresources/benefits-information.

All qualified applicants will be considered for employment, including those with criminal histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles’ Fair Chance Initiative for Hiring Ordinance.

Occidental College is committed to working with and providing reasonable accommodations to applicants with qualifying disabilities. If you need a reasonable accommodation because of a disability for any part of the application or employment process, please contact Human Resources (hr@oxy.edu).

As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.