### JOB SUMMARY

<table>
<thead>
<tr>
<th>Job Code:</th>
<th>0716</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Title:</td>
<td>Office Coordinator</td>
</tr>
<tr>
<td>Job Family:</td>
<td>General Administration</td>
</tr>
<tr>
<td>Pay Grade:</td>
<td>005</td>
</tr>
<tr>
<td>Job Sub-Family:</td>
<td>Office Support</td>
</tr>
<tr>
<td>Union Code:</td>
<td>A1E</td>
</tr>
<tr>
<td>FLSA Status:</td>
<td>N</td>
</tr>
<tr>
<td>Career Level:</td>
<td>Support Level S4</td>
</tr>
</tbody>
</table>

Under minimal supervision; manages the day-to-day office operations of the school; department or office; or a group of professionals. Oversees all office functions and work processes. Handles complex situations and conflicts of the office. Independently plans; organizes; and schedules work. Demonstrates the professionalism needed to handle sensitive and confidential matters. Supervises temporary positions and students; as needed.