

JOB DESCRIPTION:	Executive Coordinator		
DEPARTMENT:	Office of the President		
REPORT TO:	Executive Administrator		
EEO CLASSIFICATION:	Administrative Support Workers	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	#541000	DATE APPROVED:	30-MAR-2023
		DATE MODIFIED:	11-JUN-2025

SUMMARY: Assist in the daily operations of the President's Office including event coordinating and special projects as assigned.

DUTIES:

1. Answers and screens telephone calls, incoming mail, and visitors to the Office of the President.
2. Schedules meetings and appointments including telephonic, virtual, in-person and/or hybrid accommodation.
3. Coordinates, assists and/or plans University events as approved by the WNMU President including WNMU Board of Regents meetings and President's residence activities including but not limited to annual inventory, holiday decorating, etc.
4. Arranges various aspects of events such as conference room reservations, off and on campus locations. Assists with technical aspects, parking, menu selection, entertainment needs, including invitations, accommodations for guests. Coordinates events from start to finish.
5. Assists with maintaining the department website including ensuring policies, manuals, and other documents are current.
6. Maintains department files and records including confidential employee files and detailed event record-keeping. Maintains historical cost analysis and notes to be referenced later for possible areas of improvement.
7. Assists with travel arrangements and voucher expenditures.
8. Assists with budget items including vendor reimbursement and payments.
9. Researches and prepares a variety of memos, reports, and correspondence.
10. Maintains a high level of professionalism in all communication and interactions.
11. Provides a broad range of administrative and supervisory functions. Supervises assigned staff in accordance with WNMU personnel practices including recruitment, training, performance evaluation, guidance, etc. Participates in the process of ongoing personal and professional development. Maintains comprehensive communication among all contacts (internal and external). Models professional standards and ethics in accordance with WNMU philosophy.
12. Performs other duties as assigned.

REQUIREMENTS:

1. **Education/Background:** High school Diploma or GED or 2 years of experience in office setting required. Bilingual (Spanish) preferred.
2. **Job Knowledge:** Ability to perform simple accounting procedures. Skills in record maintenance. Ability to work under pressure and manage multiple events simultaneously. Knowledge of application processes and documentation requirements. Ability to communicate effectively, both orally and in writing. Ability to process computer data and to format data and generate reports.

Ability to complete moderately complex administrative paperwork. Ability to investigate and analyze information and draw conclusions. Skills in communicating and problem-solving. Must be knowledgeable of university policies and procedures. Must be able to handle multiple deadlines and maintain accuracy. Must be sensitive to cultural differences within the University and community. Fluent in Microsoft Office Applications.

3. **Working Conditions/Physical Demands Other requirements:** (With or Without Accommodations): Normal office environment, may travel some within the community when needed. May be required to transport normal office equipment and materials. Ability to comprehend and work with a variety of information from various sources. Able to clearly communicate with a diverse population of individuals. Ability to compose correspondence and reports and remain in a sedentary position for prolonged periods of time. May be required to work additional hours or days depending on circumstances.
4. **Other requirements:**
 - a. Requires a valid driver's license.

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)