



JOB TITLE: Data & Administrative Coordinator
DEPARTMENT: School of Education
CAMPUS: Rocklin
SUPERVISOR: Dean, School of Education
FLSA STATUS: Non-Exempt

MAJOR PURPOSE

The Data and Administrative Coordinator supports the Dean and the School of Education (SOE) team with a variety of administrative and operational responsibilities. This role provides leadership in office management, budget coordination, and serves as the liaison with the university business office. The Coordinator collects, organizes, and analyzes data to support decision-making and accreditation, plans and executes events, and manages professional internal and external communications, including maintaining the department website. Additionally, this position ensures alignment with university policies and practices, including those involving technology.

The goal of this position is to streamline processes, maintain accurate records, and ensure effective communication within the SOE and with external stakeholders. WJU seeks individuals committed to excellence, equity, and service within a diverse academic and professional community.

The pay range for this position is generally: \$21–\$22.60/hour. Individual pay is determined by a number of factors including senior level scholarship/leadership, relevant education and training, academic and related experience, high demand disciplines, location, and job-related skills.

This position is full-time and 100% on campus, Monday through Friday, 8:00 am to 5:00 pm.

ESSENTIAL FUNCTIONS

Office Management

- Oversees day-to-day operations of the SOE office, ensuring a productive and organized environment
- Coordinates office technology needs and serves as the policy and practice lead for SOE office operations

Budget and Business Office Liaison

- Processes budget requests and monitors expenditures in collaboration with the university's business office
- Ensures contracts, reimbursements, and financial records are accurate and processed in a timely manner

Data Collection, Organization, and Analysis

- Collects, enters, and manages SOE data for program evaluation, accreditation, and reporting
- Designs and administers SOE surveys and prepares reports to support decision-making and accreditation processes

Event Planning

- Plans, coordinates, and executes SOE-sponsored events, including workshops, conferences, and meetings

Professional Communication

- Manages internal and external communications, including editing materials for consistency and mechanics
- Oversees the design and maintenance of the SOE website and print marketing materials

Support for the Dean and SOE Team

- Provides administrative support to the Dean and SOE employees, ensuring smooth operations and efficient task completion

Accreditation Record Keeping and Reporting

- Maintains and organizes records required for program accreditation and compliance
- Assists in preparing accreditation reports and liaise with accrediting bodies as necessary

Other duties as assigned**QUALIFICATIONS****Education/Certifications**

- Bachelor's degree required

Knowledge/Experience

- Background in Business, Computer Science, Communications, or related fields preferred
- Proficiency with Microsoft Office Suite, Google Workspace, and data management tools.
- Familiarity with online media tools and website management platforms

Skills/Abilities

- Strong organizational skills with exceptional attention to detail and accuracy
- Ability to communicate positively and professionally with students, alumni, and external partners
- Proven ability to analyze and interpret data to inform decision-making
- Expertise in problem-solving and developing efficient processes
- Demonstrated experience in event planning and project coordination
- Excellent writing, editing, and proofreading skills
- Ability to work independently, meet deadlines, and collaborate effectively in a team environment
- Commitment to working with and supporting diverse populations

WORKING CONDITIONS

The employee agrees to promote the values and mission of Jessup as a private Christ-centered University and live a life consistent with Biblical principles. All employees of the University are expected to firmly support without reservations the Jessup University doctrinal statement of personal Christian faith and Community Covenant and Chapters. Additionally, the employee may play a formative role in the spiritual lives of students in a manner consistent with the Community Covenant and Statement of Faith. This may include leading devotions and/or spiritual formation groups and seeking other opportunities consistent with a biblical spiritual formation role.

WORKING ENVIRONMENT

The employee is regularly in a typical office environment with adequate light and moderate noise levels. No hazardous or significantly unpleasant conditions. Air-conditioned buildings; tile, concrete and carpeted floors.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:

While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 30 pounds. Specific

vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description are intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that if I have any physical limitations or require any reasonable accommodations in order to perform my job, I must immediately inform administration.

Employee Signature

Date