

Temporary Assignment Coordinator  
North Carolina A & T State University

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Posted Jun. 11, 2021, set to expire Oct. 11, 2021

<b>Job Title</b>	Temporary Assignment Coordinator
<b>Department</b>	Temporary Employment
<b>Institution</b>	North Carolina A & T State University Greensboro, North Carolina
<b>Date Posted</b>	Jun. 11, 2021
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Part-Time/Temporary Staff Coordinator
<b>Academic Field(s)</b>	Residential Life Administrative Support/Services
<b>Job Website</b>	<a href="https://jobs.ncat.edu/postings/22469">https://jobs.ncat.edu/postings/22469</a>

**Apply By Email**

**Job Description**

The primary purpose of this position is to support the efficient operation of the Housing and Residence Life Central Office.

-Provide support to the Assistant Director of Assignments and/or other leadership personnel by effectively performing a wide variety of complex and confidential administrative, analytical and research duties.

-Requires considerable confidentiality, initiative, tact, and mature and independent judgment.

-This classification requires leadership qualities such as adaptability, flexibility, dependability and accountability; much of the work is self-appointed, and requires a high degree of professional independence and self-discipline.

(Program Management - 30%)

-Understands services, policies and procedures related to assignments specifically and Housing in general.

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- Applies this knowledge to the daily tasks and communication with customers (namely students, parents and other university employees). Clearly explains and interprets assignment information to clients/customers and staff.
- Receives information in various forms and determines the appropriate method of processing.
- Edit and proofread correspondence, reports and materials for publication.
- Assists with coordination/completion and quality of clerical work for the office which includes answering telephones, providing information to staff and students, routing calls to appropriate person/s, preparing outgoing mail, bulk mailings, creating correspondence, copying, and maintain filing system. (Decision Making - 25%)
- Identifies and understands issues, problems, and opportunities in the assignment area.
- Uses effective approaches for choosing a course of action or developing appropriate assignment solutions.
- Utilizes office equipment and other relevant technology (i.e. RMS, Banner, credit card machine, etc.) to meet the needs of the assignment area as well as the University.
- Handles confidential information regarding ADA, behavioral/discipline issues, and other sensitive information for students. (Client/Customer Service - 25%)
- Corresponds with incoming and current students regarding occupancy status. Clearly convey information and ideas through various forms of media to individuals or groups.
- Present assignment information clearly and effectively in written form; adjust language or terminology to meet the needs of the audience using correct grammar, organization and structure. (Information/Records Administration - 20%):
- Maintains accurate student housing files and records through database systems as well as paper/non-computerized systems. Compiles, assimilates and organizes assignments information in printed and electronic form.
- Review assignment data and apply knowledge of data collection, storage, organization manipulation and/or analysis of data.
- Monitors, reconciles and updates charges for housing assignments.
- Works within multiple semesters and multiple systems for accurate housing assignments and records.

### Preferred Years Experience, Skills, Training, Education

- Graduation from high school and two years of progressively responsible administrative/office management experience. Including some experience as a lead worker or an equivalent combination of training and experience.
- Must be on campus for staff training, opening, and closing of the academic year, and major University events.



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**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

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