



Position: **Administrative Coordinator**
Department: Student Life & Campus Culture

Position Summary:

The Administrative Coordinator for the Division of Student Life and Campus Culture provides centralized administrative and operational support to multiple offices across the division. Reporting to the Vice President for Student Life and Campus Culture, this position serves as a key point of coordination for divisional administrative processes, including budget support and other operational needs. The position also provides administrative support to Residence Life operations through a dotted-line reporting to the Executive Director. This is a full-time, in-person position requiring a high degree of independence, discretion, organization, and sound judgment. The Administrative Coordinator handles sensitive and confidential information with accuracy and professionalism while working collaboratively across departments to ensure effective and efficient divisional operations.

Essential Functions:

30% - Budget Administration

- Coordinate divisional budget and financial processes, ensuring accurate, timely, and compliant handling of budgetary matters and transactions.
- Review and reconcile budget reports and accounts; identify and resolve discrepancies.
- Process and track purchase orders, invoices, reimbursements, credit card, and other financial transactions.
- Maintain accurate financial records and budget tracking tools in accordance with policies and procedures.
- Provide financial information and budget updates to divisional leadership as needed.
- Liaise with the Finance Office on financial processes and ensure divisional transactions and year-end requirements are completed accurately and within established deadlines.

30% - Administrative Support

- Coordinate daily administrative operations and workflow for the Office of Student Life and Campus Culture.
- Provide administrative support to divisional offices and coordinate cross-departmental processes, projects, and operational needs.
- Maintain organized files and records in accordance with policies and procedures.
- Coordinate travel arrangements, reimbursements, and related documentation.
- Assist with recruitment, hiring, onboarding, and other personnel processes.
- Support divisional communications, including website updates, marketing materials, social media, and other administrative communications.
- Assist with divisional events, programs and special projects.

30% - Residence Life Operations

- Support housing selection, assignments, room changes, meal plan, commuter waivers, related residential processes.
- Maintain the housing system, ensuring accurate and timely student housing data and reports.
- Coordinate housing logistics with Conference and Event Services for camps & conferences.
- Respond to students, families, and campus partners regarding routine housing and residential operations.
- Assist with facilities work orders, safety drills, health and safety checks, move-in/move-out.
- Other administrative needs of the office.

10% - Leadership Support

- Provide high-level administrative support to the Vice President for Student Life and Campus Culture
- Coordinate quarterly Board of Trustees subcommittee meetings including scheduling, minutes, materials, logistics.

- Prepare reports, presentations, correspondence, and other materials as requested.
- Support special projects and other duties as assigned.

Required Knowledge, Skills and Abilities

- Familiarity with or sincere interest in learning about the mission of Spring Hill College and the meaning of a Jesuit education, thus enabling the employee to support and strengthen the Jesuit, Catholic mission of Spring Hill College.
- Proven ability to support and contribute to a culture of inclusion, equity, and respect for diverse backgrounds, perspectives, and traditions in alignment with SHC mission.
- Proficiency with Microsoft Office Suite, Google Workspace, and standard office software; ability to prepare professional letters, reports, and documents.
- Ability to learn and effectively use database systems, including Jenzabar.
- Strong organizational, time management, and problem-solving skills, with the ability to prioritize tasks, meet deadlines, and work independently.
- Excellent written and verbal communication skills, with strong interpersonal and relationship-building abilities.
- Ability to handle confidential and sensitive information with discretion and professionalism.
- Strong customer service, mediation, and conflict-resolution skills, particularly in a higher education environment.
- Ability to remain composed, professional, and solutions-oriented in high-pressure situations.
- Experience with budget administration, including expenditure tracking, account reconciliation, and financial recordkeeping.
- Ability to interpret and apply institutional policies and procedures and make appropriate referrals when needed.
- Demonstrated ability to collaborate effectively with students, colleagues, and campus partners.
- Ability to troubleshoot issues independently, exercise sound judgment, and seek assistance when appropriate.
- Knowledge of modern office practices, procedures, and technologies.
- Flexibility to work occasional evenings and weekends in support of events and operational needs.

Minimum Qualifications: Bachelor's Degree in Education, Business Administration, Psychology or related field with 2-4 years of related professional experience.

Preferred Qualifications: Master's Degree in College Student Personnel, Higher Education Administration, Student Development, Business Administration or related field with 2 years of higher education experience.

Cover letter and resume should be sent to studentlife@shc.edu

Spring Hill College is an Equal Opportunity Employer that values inclusion, respect, and the inherent dignity of every person, consistent with our Catholic, Jesuit mission.

The College reserves the right to modify, reassign, or eliminate job duties and responsibilities, or to combine positions, or portions thereof, at any time, with or without notice.
This job description is not an employment agreement or contract.
