POSITION ANNOUNCEMENT

FACILITY SERVICES COORDINATOR

General Description
The Facility Services Coordinator demonstrates primary responsiveness to the Facility Services Group through comprehensive administrative support, coordination of the Facility Services Work Order System. Coordinates the planning and purchasing of required materials and follows accounts payable procedures as outlined.

Responsibilities: This position entails comprehensive support to the Facility Services Department such as: manage administrative processes of the office including, but not limited to mail, e-mail, and telephone support, making photocopies, transmitting facsimiles, and filing' process purchase requisitions, check requests, expense reports, and other expense authorizations. Computer and data entry support including Internet research, development of presentations, and creation and/or maintenance of Word and Excel documents. Support and lead other office personnel within the department. Provide support to the department including time sheets, sick/vacation forms, purchase orders, accounts payable and other duties as assigned. Maintain room and building rentals to include staffing as needed.

Qualifications:
Expected – High School Diploma or equivalent. Must have a strong background in office operations, business, or commensurate field. Proficiency in use of the Intranet, personal computer, and PC applications including Microsoft Word and Excel. Strong organizational skills. Highly professional demeanor. Effectively use organizational and planning skills with particular attention to detail. Maintain confidentiality of work related information and materials. Establish and maintain effective working relationships both on and off-campus. Excellent inter-personal skills required.

Application Closing: Until Filled
Employment Date: To be determined

Salary: $22,766 (E-0) Clerical Salary Schedule

Benefits: Group Health and Life Ins. (60+ day waiting period for Health), Educational Retirement, Disability/Dental Ins. (opt.), Social Security.

IMPORTANT NOTE TO ALL APPLICANTS: Applications are not considered complete until all required documents have been submitted. If the position for which you are applying requires a degree, certification or license, you MUST include a copy of your qualifying transcripts, certification or license in order to be considered. If your degree is from a country other than the United States, you must also include an evaluation from a NACES member evaluation agency indicating the U.S. equivalency of your degree. In addition to a Grayson College application the following must be provided:

☐ Resume
☐ Transcripts of all college work (Copies should only be submitted at time of application. Official transcripts will be required prior to job offer)
☐ Certification
☐ A list of Three (3) professional references.

This is a security sensitive position. For position information contact: Human Resources Department, Grayson College, 6101 Grayson Drive, Denison, TX 75020 or e-mail jobs@grayson.edu. For questions, please call (903) 463-8770.

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ADA/Section 504 and Title IX Coordinator, Director of Human Resources, 6101 Grayson Drive, Denison, TX 75020-(903) 415-2624.