



**Administrative Support Coordinator 5
Department of Food Science
Penn State**



Job Number: 68311

Link to Job on Job Website: <https://psu.jobs/job/68311>

Work Unit: College of Agricultural Sciences

Department: Food Science

Campus Location: UP

Announce Start Date: 12/19/2016

Closing End Date: Until Filled

The College of Agricultural Sciences, Department of Food Science is seeking an Administrative Support Coordinator 5 to oversee and manage operations of the unit with management, fiscal responsibility and proxy responsibility for the Department Head. This position is responsible for leading and managing multiple administrative, strategic, tactical and operational areas within the Department of Food Science. Responsibilities include, but are not limited to: Finance, Human Resources, Facilities, Information Technology, Strategic Planning as well as Process Assessment and Improvement. The successful candidate will lead and supervise employees responsible for these areas. This position will prepare financial analyses regularly for review by department leaders; advise the Department Head on budget changes to meet strategic departmental goals, monitor and oversee endowment spending, and supervise the process for allocating use of assistantship stipend funding and departmental grants-in-aid. The successful candidate will supervise and manage the Department's non-academic support staff, including undergraduate and graduate staff. In this role they will oversee the interviewing, hiring and training process of new staff and provide leadership and foster professional development, with emphasis placed on creating a positive, diverse work environment. This position will advise the Department Head on support needs and allocation of responsibilities; Assist Principal Investigators with grants and contracts awards management; represent the Department Head and the Department on College and/or University committees or project teams; advise the Department Head and the Department IT and Facilities Committees on facilities, information technology and telecommunications issues and strategies; as well as review and resolve risk management issues. Typically requires an Associate's degree or higher plus five years of related experience, or an equivalent combination of education and experience. Candidates with a degree in management, finance, accounting or other business skills related to the requirements of this position are preferred. The successful candidate must have excellent management skills related to supervision, human resources activities, leadership, financial systems, communication, and coaching along with the ability to work with assigned staff to incorporate excellence, diversity and customer service into the normal work environment. Knowledge and understanding of University policies and procedures related to financial, academic, human resources and grant administration, as well as experience with a business or financial

information mainframe, an employee reimbursement system, and financial information tools, Microsoft Office, database planning and queries, data mining, analytical tools are strongly preferred. Excellent communication and interpersonal skills, ability to handle multiple priorities, and attention to detail are required. Demonstrated writing ability is highly desirable. Interviews for the position will begin on January 23, 2017 and continue until the position is filled. <http://agsci.psu.edu/>.

Penn State is committed to affirmative action, equal opportunity, and the diversity of its workforce.