SYSTEMS COORDINATOR
HALF-TIME, 12-MONTH ANNUAL
FACILITIES SERVICES
HIRING RANGE: $15.39 - $16.30 PER HOUR

Application review will begin October 13, 2015. The position remains open until filled.

FUNCTION:
Reporting to the Office Manager, performs administrative services with special emphasis on technology support, purchasing and budget management. Perform data entry, reporting and training to ensure compliance with applicable policies and procedures. Hours totaling 20 per week to be coordinated with supervisor.

RESPONSIBILITIES AND DUTIES:
• Oversee use of Facilities Services operations management program SchoolDude modules in relation to maintenance requests, inventory control, utility tracking and preventive maintenance schedules.
  o Audit data entry for accuracy and periodically verify system functionality.
  o Write and maintain reports for various internal and external constituencies.
  o Develop and implement new or revised policies and procedures as needed.
  o Provide training and documentation to Facilities staff and campus constituents as needed.
  o Provide constituent requests for reports and documentation as requested.
• Oversee use of PaperVision electronic document control system to organize and maintain records.
• Maintain departmental and project-related files, including electronic records.
• Compile and prepare monthly analyses of budget reports for department/project managers.
• Assist with monthly, quarterly and annual account reconciliation and project audits.
• Support managers with project-related documents, purchasing and budgets as designated.
• Assist with requisition entry and creation of purchase orders.
• Provide administrative support as needed.
• Other duties as assigned

QUALIFICATIONS, SKILLS AND ABILITIES
• High school diploma or GED required.
• Minimum of three years applicable work experience (or equivalent combination of education and experience) in a confidential, service-oriented, computerized work environment.
• Strong interpersonal skills and demonstrated ability to work as an effective team member.
• Strong skills in Microsoft Office products, including Outlook, Word and Excel and successful experience with any of the following systems preferred: Ellucian (Colleague), SchoolDude.com, PaperVision, MS Visio, ArcGIS, SharePoint.
• Familiarity with construction and maintenance terminology and systems desirable.
• Effective ability to provide training; previous experience desirable.
• High degree of attention to detail and commitment to accuracy.
• Demonstrated problem-solving ability and creativity.
• Demonstrated effective oral and written communication skills.
- Ability to work under pressure in a fast paced service environment.
- Some flexibility in scheduling to meet office coverage needs and occasional weekend events.
- Physical ability and conditioning to perform all duties of the position including the ability to sit, bend, stoop, walk, stand for extended periods of time, and regularly lift up to 25 lbs.
- Ability to establish and maintain a positive attitude and good working relationships with faculty, staff, students and the public.
- Personal commitment to the Christian faith.
- Demonstrated awareness and commitment to effectively establishing relationships and positive communications across multiple dimensions of diversity including, but not limited to race, gender, physical limitations, class or religious perspectives.
- Commitment to the educational mission of Whitworth University as a Christian liberal arts university affiliated with the Presbyterian church.
- Background check required

**APPLICATION PROCESS:**

The following documents are required to complete the [online application form](#).

1) A letter of interest that relates your education and experience to the qualifications of the position and includes a note confirming your interest in this position at our posted hiring range.
2) Résumé
3) The names, addresses, telephone numbers and email addresses of three academic/professional references.
4) A one-page document describing your personal commitment to the Christian faith.

Whitworth complies with all federal, state, and local nondiscrimination laws that are applicable to religious nonprofit institutions and does not engage in unlawful discrimination on the basis of race, color, national origin, age, sex, or disability. With our commitment to building a diverse community, the university encourages applications from populations underrepresented at Whitworth including members of racial/ethnic communities, women, and persons with disabilities.