



Clemson University Computational Center for Mobility Systems (CU-CCMS) located at CU-ICAR is seeking an experienced **Administrative Coordinator, reference #9521**.

Duties Include:

Coordinates complex and challenging support and administrative activities for the technical staff at CU-CCMS. Serves as the central point of contact for the technical team. Attend relevant meetings and provide clear, concise summaries to the appropriate staff members. Creates and maintains database for contacts and other information as needed.

Researches and coordinates information in preparation of proposals, reports, presentations and marketing materials. Prepares various types of confidential correspondence and analyses as assigned.

Researches funding opportunities and coordinates submission/routing procedures for proposals; ensures correctness and timeliness for submissions.

Prepares and maintains project calendar with deadlines and relevant information as needed for CU-CCMS.

Plans, organizes and coordinates meetings for CU-CCMS.

Requirements:

A high school diploma with six years secretarial / administrative experience; OR an associate's degree and four years of secretarial / administrative experience; OR a bachelor's degree and two years of secretarial / administrative experience.

Knowledge & Skills required:

Ability to multi-task and work in a fast-paced environment. Employee will perform, under general supervision, a variety of standard and specialized administrative support functions. Must be a self-starter and be effective as an individual contributor and team player. Employee will provide support to multiple people within the organization.

Technical writing experience is preferred.

Proficiency in Microsoft Office 2007 is required. Prefer working knowledge of PeopleSoft, Windows, and Adobe products. Must have willingness to learn new software applications if necessary.

Employee must have superb time management, organization, communication and computer skills. Employee must exhibit utmost professional image and be a self-starter. Must have the ability to deal courteously and effectively with the public.

To view the entire posting and submit an online application, go to:
<http://findjobs.clemson.edu> until October 9, 2009

Clemson University is an Affirmative Action/Equal Employment Opportunity employer and does not discriminate against any individual or group of individuals on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation or veteran status.