

Coordinator I – GTAT B

A **Coordinator I** supports team workflow operations by maintaining data integrity, assigning tasks, and monitoring turnaround times. They assist with training team members, tracking timelines, and serve as a key resource for information, updates, and priorities alignment.

Typical Duties may include some or all the following:

- Maintain and update spreadsheets, databases, and filing systems, ensuring data integrity remains intact. Keep digital and physical records organized and current; this includes entering data, correcting errors, and archiving outdated information.
- Prepare routine reports and summaries for supervisors, staff, and other management. Provide regular status updates, performance summaries, or task logs for review by managers.
- Schedule meetings and appointments to coordinate team availability for projects or recurring tasks.
- Monitor and track incoming requests and assign tasks to team members through task management tools or shared inboxes
- Monitor task completion and follow up on overdue items to help maintain timelines to meet deadlines. Flag upcoming or potential delays to supervisor.
- Maintain logs of daily activities and team output for performance and project/program metrics and reporting
- Support basic project/program tracking and status updates through various systems, spreadsheets, or status boards.
- Coordinate weekly or monthly meetings for staff or students. May build shift schedules or work plans that balance availability, workload and coverage needs. Fill in gaps by adjusting schedules or arranging substitutes.
- Communicate schedule changes, project/program changes and confirmation to ensure alignment among team members.
- Assist with onboarding new team members or students. Provide orientation materials, explain basic procedures, and help get new hires set up with tools and systems
- Maintain SOPs, guides, manuals, checklists, training materials and other documentation
- Participate in user testing for system upgrades or changes; provide feedback on issues, errors, usability, and/or functionality
- Support data cleanup and migration effort during system transitions
- Take meeting minutes and relay updates between departments or teams
- Share routine announcements and reminders about deadlines, policy change, or upcoming events
- Point of contact for project/program inquiries; provide information on policies, procedures, or other relevant documentation.

Decision Making/Accountability:

Works within defined guidelines and procedures, but exercises some judgment in establishing priorities to meet the immediate and changing demands. Applies standardized criteria in determining acceptability of results; new or unusual problems are referred to supervisor.

Contacts/Interpersonal Skills:

Contacts and interactions may include, employees within and beyond immediate work area or research project, contacts within the campus environment. This consists mostly of maintaining positive relationships and to discuss, present, and share ideas. May require appropriate tact to discuss problems and make recommendations.

Supervision Received:

Works under general supervision in carrying out familiar phases of duties and responsibilities as determined by established guidelines or procedures.

Supervision Exercised:

None but may coordinate work or act as resource for others.

Working Environment:

Work is generally performed in an office or laboratory setting with regular use of computer screens and potential exposure to strain or fatigue. May be required to attend off campus meetings. May experience interruptions and occasional verbal abuse.

Minimum Qualifications:

- 1 to 2 years of post-secondary education with some experience required
- May include (but not limited to), a business administration or related program to acquire more specialized skills/knowledge with some experience and exposure to an office in a post-secondary environment
- Or equivalent combination of education and experience