

Academic Advising Center Position Notice
Administrative Services Coordinator / Testing Programs Coordinator,
Academic Advising Center

POSITION: Administrative Services Coordinator/ Testing Programs Coordinator Academic Advising Center
Front Office. Requisition #26001204 Anticipated start date March 16, 2026
Application Deadline is Monday, February 2, 2026

TIME: 80%, 32 hours per week. In addition, the position includes approximately 15 Saturdays throughout the year for ACT and SAT administration.

PAY: \$42,000 annual salary with benefits. Additional stipend for Saturday test days of approximately \$3,500 yearly.

BASIC FUNCTION AND RESPONSIBILITIES: This position is half coordination of national tests including but not limited to (ACT and SAT) and half supporting the daily operations of the Academic Advising Center.

The coordination of standardized tests (ACT and SAT) at the UI includes collaborating with both ACT and the College Board for the SAT exam and serving as the Test Administrator on test days. This person will also coordinate with campus IT staff and building staff related to the administration of standardized testing. The person in this position trains and supervises proctors who help with the Saturday testing. There are approximately 15 national test dates per year. An additional stipend (approximately \$3,500 yearly) paid by the testing companies, is provided for each weekend test.

The other half of the position involves being part of the Academic Advising Center staff, collaborating with the director team in coordination of purchasing, travel arrangements, and other duties as needed. This includes serving as a back-up to the front office manager answering phones and monitoring the reception area. Success in this position requires initiative, organizational skills, decision-making skills, the ability to manage time effectively and perform detailed work accurately and efficiently. Strong verbal and written communication skills as well as an ability to work effectively with a variety of stakeholders are necessary.

KEY AREAS OF RESPONSIBILITY:

- **Operational Support and Management:** Exercise a high level of autonomy while typically performing administrative support/ management responsibilities for the Academic Advising Center administrators and participate in cross-training and provide back-up support for other AAC administrative services staff, as appropriate. Collaborate with our tech support person to ensure that staff have their technology needs met. Work with director team members on planning events and celebrations. Coordinate conference registration and travel for Academic Advising Center staff in collaboration with the director team.
- **Financial Responsibility:** Serve as the main staff person responsible for purchasing for the Academic Advising Center. Initiate purchasing requests for supplies and equipment. Make purchases related to office celebrations and events.
- **Human Resources (HR):** Serve as a back-up to the Front Desk Manager and provide support to work study students as needed. Maintain staff listing for the AAC and track longevity awards. Coordinate with members of the director team for staff onboarding and resignations.

- **Information Management:** Serve as the campus administrator for standardized tests that are offered on campus. Collaborate with campus IT staff and building staff related to the administration of standardized testing
- **Communications Management:** Collaborate with the Senior Associate Director for Operations on office-related supplies and facilities management. Serve as the contact for AAC copy machines.

SUPERVISION RECEIVED: Supervision is received from the AAC Director or other designated official.

SUPERVISION EXERCISED: Functional and administrative supervision of testing staff.

REQUIRED QUALIFICATIONS:

- A Bachelor's degree or an equivalent combination of education and experience is required.
- Experience in an administrative office function (minimum 6 months to 1 year).
- **Desktop Tools:** Demonstrates working knowledge of and ability to use office support tools available on the desktop (e.g., word processing, e-mail, and spreadsheets).
- **Relationship Management:** Demonstrates working ability to establish and maintain healthy working relationships with students, colleagues, and the public.
- **Planning and Organizing:** Demonstrates working ability to mobilize both time and resources to get things done.
- **Collaboration and Positive Impact:** Ability to work with a variety of individuals and groups in a constructive and civil manner and utilize existing resources and learning to achieve or exceed desired outcomes of current and future organizational goals/needs.
- **Welcoming and Respectful Environment:** Ability to foster a welcoming and respectful workplace environment while recognizing personal differences. Ability to work with a variety of individuals and groups in a constructive and respectful manner while appreciating the importance of a workforce that benefits from the talents of all people across multiple characteristics, including race, creed, color, religion, national origin, age, sex, pregnancy (including childbirth and related conditions), disability, genetic information, status as a U.S. veteran, service in the U.S. military, sexual orientation or associational preferences.
- **Service Excellence:** Ability to meet or exceed customer services needs and expectations and provide excellent service in a direct or indirect manner. Ability to effectively transmit and interpret information through appropriate communication with internal and external customers.

DESIRABLE QUALIFICATIONS:

- Experience in a related capacity is desirable.
- **Knowledge of Organization:** Demonstrates basic knowledge of and insight into the University's and Academic Advising Center's vision, structure, culture, philosophy, operating principles, values, and code of ethics; demonstrates basic ability to apply this knowledge appropriately to diverse situations.
- **Knowledge of Specific Policies:** Demonstrates basic knowledge of University policies and processes related to purchasing and travel arrangements.

TO APPLY: Submit an online application, resume, and two professional references through <http://jobs.uiowa.edu/> (Requisition #26001204). Please include each reference's name, title, institutional affiliation, e-mail address, and telephone number.

If you have questions about our search, please contact: Monica Frank, Office of the Provost. Monica-frank@uiowa.edu