

<b>Job Title</b>	Operations Coordinator II
<b>Employer/ Agency</b>	BakerRipley
<b>Job Description</b>	<p><b>Expected Outcomes</b></p> <p>Serve as the division's relationship manager for all support service departments (IT, People &amp; Culture, Contracts, Finance, Etc.) ensuring completion of requests, accurate reporting, and shared problem solving. (50%)</p> <p>Support the production of monthly intra-agency communication pieces that forward the PSPE division's goal of continuously communicating and celebrating the work of BakerRipley programs &amp; team members. (20%)</p> <p>Learn and maintain project management board(s) that drive PSPE Team cross-functional agendas and promote operational effectiveness. (10%)</p> <p>Act as primary logistics and relationship support for the division's robust internship program across multiple university partnerships, as well as the division's community-based, appreciative inquiry events. (10%)</p> <p>Support the Design, Evaluation, and Program Sustainability functional areas on special projects, creating a personal learning/upskilling plan in the area(s) of most interest. (10%)</p> <p><b>Essential Functions</b></p> <p>Serves as the primary liaison and project manager between the division and all Support Services departments. Maintains formal tracking of all ongoing projects and tasks with each department in project management software.</p> <p>Supports team meetings with agenda preparation, taking notes, and adding follow-up items to team project management software.</p> <p>Manages the development, routing, renewal and execution of division contracts, agreements, and MOUs.</p> <p>Maintains monthly oversight of the division's budget, including labor allocations, YTD analysis, forecasting, and reporting. Supports division Leadership Team with recommendations and alerts.</p> <p>Coordinates requests for agency p-cards, cell phones, IT equipment, and system access and maintains detailed inventory and records.</p> <p>Serves as the administrative lead on division ordering, reconciles monthly p-cards and division purchasing, processes and tracks purchase orders and payments.</p> <p>Supports division People &amp; Culture functions including ePar changes, requisition development for vacancies and new positions, candidate screening, scheduling interviews, and onboarding coordination.</p> <p>Coordinates the division's internship program across multiple university partnerships and in collaboration with the People &amp; Culture and Volunteer Management teams.</p> <p>Provides support for division meetings and appreciative inquiry events, including but not limited to scheduling, set up and breakdown, purchasing supplies and materials, and registration.</p> <p>Serves as division's administrative lead for annual United Way Campaign.</p> <p>Develops written responses to external stakeholders and internal agency teams, including monthly intra-agency division newsletter &amp; communications.</p> <p>Ensures maintenance and organization of work including saving final documents, archiving working documents, and oversight of division's administrative digital file structures.</p> <p>Maintains high level of confidentiality. Supports special projects with Design, Evaluation, and Program Sustainability co-workers as needed.</p> <p>Views role as a vital member of the team, bringing personal strengths and insights</p>

	forward. Performs other duties as assigned
<b>Qualifications</b>	Education Required Bachelors or better.  Experience Required 2-4 years: 2-4 years of related experience required
<b>Application Method</b>	<a href="https://recruiting.ultipro.com/NEI1004/JobBoard/be77a20f-1de8-2d7b-7b3e-0ee8465a4825/OpportunityDetail?opportunityId=c4faecca-a5fd-4ed5-bc7a-01055db4362a">https://recruiting.ultipro.com/NEI1004/JobBoard/be77a20f-1de8-2d7b-7b3e-0ee8465a4825/OpportunityDetail?opportunityId=c4faecca-a5fd-4ed5-bc7a-01055db4362a</a>
<b>Opening Date</b>	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at [mswjobs@central.uh.edu](mailto:mswjobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you.

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