

## **Campus Coordinator Job Description**

### **Summary:**

The Campus Coordinator is responsible for assisting the Ranch Supervisor with the daily administrative activities, data entry, reporting, filing, and information maintenance. This employee will be responsible for tracking and maintaining a well organized filing system that allows us to maintain historical data, data analysis, project protocols, correspondences and other related files. Under the direction of the Ranch Supervisor, plan, coordinate and execute all the necessary activities needed to maintain the operation of the Ramona Campus Facility. Responsible for ensuring all work is performed and completed in accordance with written SOP's, EOP's and MMP's and established regulations. Responsible for providing direction and assistance to employees as directed by the Ranch Supervisor when the Ranch Supervisor is not available or present at the Ramona Campus.

### **Essential Duties:**

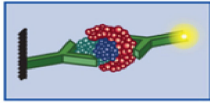
- Maintain accurate and detailed documentation files for all ranch activities.
- Order, receive, track, and maintain accurate inventory records for all supplies required for ranch operation.
- Order, receive, track, and maintain accurate antigen needs required for ranch operation.
- Ensure all work is performed and completed in accordance with established SOP's, EOP's, MMP's and applicable regulations.
- Provide direction and assistance to employees at times when the Ranch Supervisor is not available or present at the Ramona Campus.
- Provide support as needed or required in order to maintain efficient ranch operations.
- Lifting, pushing and pulling with upper and lower body of objects in excess of 35 lbs is required.
- Regular, reliable, and predictable attendance
- Other related duties as requested.

### **Job Specifications:**

- High school diploma or equivalent required.
- MS Office computer experience required.
- Must be able to work with minimal supervision.
- Must be able to multi-task, prioritize, meet deadlines.
- Excellent computer skills a must.
- Excellent communication and personal relations skills.
- Ability to fluently speak read and write English.
- Must provide on an annual basis, documents showing a current and valid California driver license and a clean DMV record.
- AALAS certification helpful.

In addition must have:

- Strong team skills; must be willing to pitch in to get the job done.



- Credibility with peers, senior management, business partners, relevant agencies and customers.
- A bias for action; demonstrates a track record of achievement.
- Excellent strategic thinking.
- A Comfort level with challenging others and having your own ideas challenged.
- The ability to set the highest standards of achievement.
- The ability to set and adhere to the highest level of integrity, morals and ethics.
- A high degree of professionalism with the ability to be a high energy, passionate champion for the company.
- An ability to be a part of closely-knit teams and interacting effectively across disciplines.
- Sensitivity to internal and external customer requirements.
- Ensure alignment with internal customer needs.
- Implement continuous improvement initiatives to ensure maximum productivity.
- Adhere to all GMP and ISO guidelines.
- Any time you are unable to report to work due to illness you must speak directly to the supervisor. If that person is not available then to Human Resources. It is not acceptable to leave voice mails, e-mails or messages with co-workers.

**Equal Employment Opportunity (EEO):**

SLI is an equal opportunity employer and all employees are responsible for maintaining a discrimination and harassment free environment.