Cal Poly Scholars - Program Analyst

PD No.: PD-2963

**POSITION INFORMATION**

**Type of Action Requested:** New (Create a new Position Description)

**Internal Team:** SL-SAE&T-Cal Poly Scholars - 140418

**Job Code/Employee Classification:** Admin Analyst/Specialist 12 Mo

**Classification Title:** Administrative Analyst Specialist

**MPP Job Code:**

**Position Number:** Admin Analyst/Specialist 12 Mo

**CSU Working Title:** Cal Poly Scholars - Program Analyst

**Salary Range/Grade:** 1038-NON-EXEMPT-Grade-1

- **Minimum:** $3,288.00
- **Maximum:** $6,347.00

**Pay Frequency:**

**Reports To:** Asst Dir Cal Poly Scholars Prg

**Campus:** San Luis Obispo

**Division:** Student Affairs

**College/Program:** SA-Equity & Transition

**Department:** SAE&T-Cal Poly Scholars - 140418

**FLSA Status:** Non-Exempt

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**SENSITIVE POSITION**

**Sensitive Position:** Yes ☐ No ☐

**Job Summary/Basic Function:**

Under general supervision, this position leads and serves as an internal and external resource for tracking, analyzing, and reporting Scholars’ academic and community engagement, budget needs and projections, and effectiveness of program initiatives, as well as leading the communications strategies and implementations for the program. The incumbent must maintain effective working relationships with a wide range of constituencies including, but not limited to, students, faculty, and staff.

**Minimum Qualifications:**

Equivalent to graduation from a four-year college or university. One year of technical or administrative experience. A graduate degree in a related field may be substituted for one year of the required experience. Additional qualifying experience may be substituted for the required education on a year-for-year basis.
Required Qualifications:

- Ability to research and analyze information and to apply independent judgment, discretion and initiative in recommending appropriate solutions to resolve problems.

- Ability to develop communication strategies for streamlining effective communications.

- Working knowledge of budget policies and procedures.

- Ability to analyze data and make accurate projections using business mathematics and basic statistical techniques.

- Ability to use tact and diplomacy to effectively handle a broad range of high level and sensitive interpersonal situations with diverse personalities, and to respond appropriately to conflicts and problems.

- Demonstrated ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in and outside the University with the ability to establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds.

- Excellent communication skills; ability to effectively communicate information in a clear and understandable manner, both verbally and in writing, including thorough knowledge of English grammar, spelling and punctuation.

- Ability to compile, write, and present reports to a variety of audiences.

- Excellent independent organizational and time management skills with the ability to coordinate and prioritize multiple assignments with fluctuating and time-sensitive deadlines.

- Demonstrated ability to accurately and efficiently perform detailed work with a high degree of accuracy in a high-volume, deadline-driven environment with frequent interruptions.

- Ability to interpret, communicate and apply policies and procedures.

- Demonstrated ability to maintain a high degree of confidentiality.

- Demonstrated customer service skills, including a high level of diplomacy and professionalism.

- Excellent computer skills and proficiency with a variety of computer applications including word-processing, spreadsheets, databases, on-line systems, Internet as well as online calendaring and email.

- Working knowledge of or ability to quickly learn and adapt to university, division and program infrastructure, policies and procedures.

Preferred Qualifications:

- Experience working with individuals from various cultural backgrounds and marginalized populations, and a demonstrated inclusive mindset in the workplace.

- Demonstrated skills in an institutional/educational environment utilizing a customer-oriented and service-centered attitude.

Special Conditions:

- Must be willing to travel and attend training programs off-site for occasional professional development.

- Must be able to work overtime, occasional holidays, and adjust working hours to meet special jobs. May be called back periodically to perform work as needed on an emergency basis.

- The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

- Must be able to successfully pass a pre-employment background/fingerprint check.

License / Certification:

Mandated Reporter:* Limited - The person holding this position is considered a limited mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083, revised July 21, 2017.

NCAA: □ Yes ☑ No

Conflict of Interest:* None

Supervises Employees:* □ Yes ☑ No
## JOB DUTIES

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<tr>
<th>% of time</th>
<th>Duties / Responsibilities</th>
<th>Essential / Marginal</th>
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<tbody>
<tr>
<td>90</td>
<td>Lead department and program assessments, communications, and financial planning and implementation.</td>
<td>Essential</td>
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<td></td>
<td>Research and collect data related to Cal Poly Scholars programs, students, projects, reports, operations, services, and initiatives to establish, track, and assess key factors leading to or inhibiting student success, retention and persistence to graduation.</td>
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<td>Work collaboratively with administration to provide research and analysis to ensure Cal Poly Scholars’ key principles and strategic imperatives are accomplished; compile data demonstrating indicators of progress.</td>
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<td>Develop and oversee internal and external branded communications including but not limited to: reports related to the effectiveness of the program, emails to incoming and continuing Scholars, and website and social media presence.</td>
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<td>Support the administrative team on office- and program-wide fiscal oversight, including clear and accurate budget reporting and reconciliation. Prepare annual and monthly budget projections and evaluate impact on expenditures, projects and existing programs; discuss projections, cost implications, options and recommendations with management.</td>
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<td>Research and interpret policies and practices for contracts and procurement, travel and other budget/finance processes, and analyze and address problems to resolve budget issues.</td>
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<td>Create annual reports and contribute accurate data and information for publications, reports, presentations, and newsletters.</td>
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<td>Create and use spreadsheets; access, extract and analyze online and organizational data, request accurate ad hoc data, and make inferences and recommendations; develop reports using reporting tools such as PolyData Dashboards, Questica, etc.</td>
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<td>Support the Cal Poly Scholars’ team and program with program assessment efforts and University reporting requests in conducting research, preparing reports, developing presentations, etc.</td>
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<td>Participate in implementation of new processes and technology as systems are introduced and promote their effective use with Cal Poly Scholars.</td>
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<td>Contribute to the successful completion of broad organizational and complex program projects and goals; provide leadership and represent the department on key projects within and outside the department in support of University initiatives.</td>
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<td>Maintain and acquire new knowledge and skills in topics, fields and content related to position responsibilities.</td>
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<td>Perform other job-related duties and special projects as assigned.</td>
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