POSİTİON INFORMATION

Internal Team:*  SL-CENG General Engineering-112503
Job Code/Employee Classification:*  Admin Support Coord 12 Mo
  Job No: 1035
MPP Job Code:
Position Number:  Admin Support Coord 12 Mo
  Position no: SL-00009215
CSU Working Title:*  GE Administrative Support Coordinator
Reports To:  Dir General Engineering Prgm
Campus:*  San Luis Obispo
Division:*  Academic Affairs-Provost
College/Program:*  CENG-College of Engineering
Department:*  CENG General Engineering - 112503
FLSA Status:*  Non-Exempt

SENSITIVE POSITION

Sensitive Position:  

Job Summary/Basic Function:*  The General Engineering Program has approximately 140 student majors, and the Bachelor of Science degree in General Engineering is designed to allow students latitude in course selection required to educate themselves either in the classical study of engineering or in new and evolving interdisciplinary technologies such as chemical engineering or sustainable energy.

Under the general supervision of the General Engineering Program Director, this position provides a full range of clerical and administrative support for the program. Additionally, this position support approximately 75-150 senior projects each year for the Mechanical Engineering Department and the General Engineering Program.

Minimum Qualifications:*  High school diploma or its equivalent. Type 45 wpm. Four years of general office support or technical experience. (Training at a vocational school or full-time college education may be substituted for two years of the required experience on the basis of one year of college education for 6 months of experience)
Required Qualifications:
1. Ability to apply independently a wide variety of policies and procedures where specific guidelines may not exist.
2. Working knowledge of budget policies and procedures.
3. Ability to perform standard business math, such as calculate ratios and percentages, track financial data, and make simple projections.
4. Ability to draft and compose correspondence and standard reports.
5. Ability to handle effectively a broader range of interpersonal contacts, including those at a higher level and those sensitive in nature.
6. Demonstrated customer service skills, including a high level of diplomacy and professionalism.
7. 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.
8. 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.
9. Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.
10. Excellent communication skills; ability to effectively communicate information in a clear and understandable manner, both verbally and in writing.
11. Thorough knowledge of English grammar, spelling, and punctuation.
12. 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.
13. Ability to perform business math such as calculation of ratios and percentages, track financial data, and make simple projections.
14. Working knowledge of or ability to quickly learn University infrastructure, policies, and procedures. Ability to interpret, communicate and apply policies and procedures.
15. Ability to maintain a high degree of confidentiality.

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

Special Conditions:
Must be willing to travel to coordinate off-site events and for occasional professional development.

Must be able to transport and carry items up to 20 lbs. as needed and make frequent trips around campus and local community for job related assignments.

Must be able to drive a vehicle for assignments on a regular basis.

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:
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
## JOB DUTIES

<table>
<thead>
<tr>
<th>% of time</th>
<th>Duties / Responsibilities</th>
<th>Essential / Marginal</th>
</tr>
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<tbody>
<tr>
<td>90</td>
<td></td>
<td>Essential</td>
</tr>
<tr>
<td>1.</td>
<td>Provide clerical and administrative support for the Program Director, including but not limited to catalog preparation; student payroll; website maintenance; supervision of student assistants; coordination of budget and personnel documentation; coordination of travel and claim forms; and coordination of key requests and telecommunications for the office.</td>
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<tr>
<td>2.</td>
<td>Screen visitors, students, faculty, and telephone calls and set appointments as appropriate. Provide continuity and interpretation of operations with respect to Program, College, and University policies and procedures.</td>
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<td>3.</td>
<td>Program Scheduling. Work closely with the program director, faculty and the Class Scheduling Office to maintain and update all paperwork including spreadsheets, faculty and lab schedule cards, and rosters for ENGR courses. Evaluate class scheduling/capture data, set enrollment limits and arrange classrooms for courses and resulting changes. Assist faculty with new systems and procedures. Coordinate textbook process.</td>
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<td>4.</td>
<td>Meeting and Event Coordination. Set agenda for program meetings, and record and disseminate minutes. Plan and implement program meetings and events, including but not limited to: Industrial Advisory Board (IAB) meetings, WoW, Fall Conference, Commencement, Open House, and company information sessions. This coordination includes reservation of facilities including teleconferencing, audio-visual equipment, catering, preparation of materials, and preparation of facilities.</td>
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<td>5.</td>
<td>Data Reporting. Generate reports for such things as Dean's List certificates, enrollment numbers, e-mail alias updates, and mailing labels. Access student records and provide information to support program assessment.</td>
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<td>6.</td>
<td>Advancement &amp; External Relations. Track advancement donations and prepare thank you letters; coordinate alumni speaking engagements; coordinate meetings/tours for visitors such as prospective students/families, program and project sponsors, and prospective employees. Coordinate the department newsletter for distribution to alumni and friends.</td>
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<td>7.</td>
<td>Provide administrative support for Senior Projects (SP). Support involves liaison with the Mechanical Engineering Department and Interdisciplinary SP coordinators and project sponsors, all financial transactions involving the senior project, and event coordination of the Project Expo.</td>
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<tr>
<td>10</td>
<td></td>
<td>Marginal</td>
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<tr>
<td>1.</td>
<td>Attend training and maintain skill currency as appropriate to safely and effectively complete assignments.</td>
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<td>2.</td>
<td>Maintain current skills and knowledge of continuously changing software and mainframe technology as needed in support of assigned duties.</td>
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<td>3.</td>
<td>Review AMSS absences on a monthly basis.</td>
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<td>4.</td>
<td>Order office supplies and monitor inventory of supplies.</td>
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<td>5.</td>
<td>Assist student clubs as necessary.</td>
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<td>6.</td>
<td>Maintain documentation of all job functions, to facilitate yearly processes.</td>
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<td>7.</td>
<td>Perform other job-related duties and special projects as assigned.</td>
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