The University Center for Engineering, Science and Mathematics Education (CESAME) was created to improve Science, Technology, Engineering, and Mathematics (STEM) education, teacher education and professional development, and the workforce pipeline in California. CESAME is responsible for several cross-disciplinary campus initiatives that impact STEM education, STEM teacher recruitment, and teacher development across the university and the state. In order to reach its goals, CESAME partners with Student Academic Affairs, colleges, and many departments from across campus, as well as the Chancellor’s Office, local school districts, and business, industry, government, and foundations. In addition, CESAME cultivates collaborations among students, staff and faculty from across campus, community college faculty, and local teachers from preschool through high school (P-12).

The person in this position works under the general direction of the CESAME Director. They will support the general mission of CESAME including both stateside and Corporation grants. Supporting CESAME includes the completion of a range of clerical and administrative support functions, supervising student assistants, supporting faculty interested in P-12 STEM education, tracking of multiple CESAME budgets, maintenance of webpage content, and coordinating Math Science Teacher Initiative (MSTI) events and activities. To accomplish these tasks, this person will work with other CESAME staff and student assistants (4), the CSM Budget Analyst, and the staff from multiple departments (SOE, LS, MATH, STAT, PHYS, CHEM, BIO, CENG, CPE, CSC, AGC); they will work with and support faculty from across campus (approximately 12 on weekly basis and 48 one to three times per quarter), and local teachers (approximately 125/year).

High school diploma or its equivalent. 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 six months of experience).
**Required Qualifications:**

Thorough knowledge of and experience with standard office protocols, processes, procedures, and equipment, and ability to troubleshoot or assist others in troubleshooting related problems.

Excellent computer skills and proficiency with a variety of computer applications including word-processing, spreadsheets, presentation software, databases and mainframe systems for updating, confirming, obtaining data, tracking and comparing student and budget related data, and for generating/formatting reports for program directors; Internet, online calendaring and email.

Ability to perform standard arithmetic functions associated with processing reimbursements and stipends.

Excellent communication skills with ability to effectively communicate information in a positive, effective, clear and understandable manner, both verbally and in writing with faculty, staff, students, the CSU Chancellor's Office, business partners, staff in government agencies, K-12 teachers, and community members.

Thorough knowledge of English grammar, punctuation, and spelling, with ability to draft and compose original correspondence, documents and reports and to proof/edit the work of others.

Ability to research, interpret, communicate and apply procedures, policies, and information. Ability to recognize and address deviations from applicable policies and communicate findings to appropriate personnel.

Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere and working relationships in and outside the university, within a diverse population and with those from various cultural backgrounds (students, staff, faculty, co-workers, K-12 teachers and community members).

Demonstrated customer service experience with the 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 maintain a high degree of confidentiality.

Possess a service-oriented work ethic with good independent judgment and problem-solving skills.

Ability to track and adapt to changing policies, procedures, and technology.

Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines. Ability to manage and adapt to work in a fast pace environment with frequent interruptions and changing priorities, with deadlines for multiple simultaneous projects.

Ability to plan and coordinate logistics for meetings and events on and off-campus, and to assist in the development of program agendas.

Demonstrated ability to work independently with a high degree of accuracy under general supervision.

Preferred Qualifications:

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

Experience with PeopleSoft Student Administration, PeopleSoft Financials, and the Corporation financial system BOE. Familiarity with and commitment to the importance of Science, Technology, Engineering and Mathematics (STEM) education.
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.
- This position classification has been defined as non-exempt and is subject to overtime provisions of the Fair Labor Standards Act (FLSA).

License / Certification:

- Possession of a valid driver’s license or the ability to obtain by date of hire.

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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<th>% of time</th>
<th>Duties / Responsibilities</th>
<th>Essential / Marginal</th>
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Independently operate and promote a welcoming and efficient office atmosphere; serve and respond as the first point of contact for a variety of questions and requests brought by students, community members, alumni, and others.

Provide a range of clerical and administrative support functions for CESAME programs, faculty, and staff: schedule meetings; maintain appointments for the directors; coordinate travel for center related events; coordinate center funded/hosted events (meetings, conferences, workshops) – promotion/advertising, registration, hosting and logistics, materials development and distribution, pre/post event assessment; create and/or edit documents and brochures; compose original correspondence and documents and proofread and edit the writing of others; distribute information to students, faculty, staff, K-12 teachers, and community members, composing correspondence and memos as needed; and review all processes for adherence to college and university guidelines.

Refer student inquiries to director and other university faculty and staff as appropriate.

Implement decisions in the director’s absence.

Support and assist Principal Investigators in Pre/Post grant process in regards to staffing decisions, budgeting staff and work unit priorities for assigned support staff to CESAME grant programs; assist in hiring, training, verifying hours and guidance to CESAME Corporation employees.

Hire, verify pay, and approve hours for instructional student assistants (ISAs) for CESAME and Cotchett programs, approximately 125 students per year.

Hire, assign work, verify pay, approve hours, train, and provide lead work direction to undergraduate CESAME student assistants.

Track multiple accounts [MSTI - $85,000/year, TRP $75,000/year, Cotchett - $80,000/year, and CESAME - $75,000/year].

Maintain accounting system to track and reconcile expenditures, invoices from inside and outside the university, purchase orders, credit card purchases, travel and other expense reimbursements, and faculty release time.

Provide periodic budget updates to CESAME Director and Associate Dean.

Distribute, gather, proof and send forward for processing all types of budgetary transaction requests, ensuring deadlines are met for timely pay and accuracy of charges to separate accounts.

Maintain current knowledge of State, Foundation, and Corporation policies and procedures and apply this knowledge on a continuing basis.

Reconcile pro-card logs.

Collect data on Cotchett and CESAME Center activities and programs.

Report year-end CESAME expenditures.

Edit and maintain the center website content.

Coordinate layout and information for advertisements, emails, and fliers for various CESAME activities, meetings, conferences and workshops; and coordinate media promoting CESAME activities.

Work with undergraduate student assistants to design newsletter, brochures and event fliers; and distribute newsletters, brochures, and event fliers.

Support for The Learn by Doing Lab – (60 teachers and 3,600 K-12 students visit per year):
Coordinate recruitment, registration, scheduling, and logistics related to weekly Learn by Doing Lab visits from local school groups and the University partner schools; order materials as needed.

Support Off Campus Programs (MOST – 50 students/year, TEAMS – 40 students/year):
Coordinate recruitment efforts; collect applications, review for completeness, and support director with selection of program applicants; and manage contact and participant lists; Coordinate meeting sessions and/or workshops; schedule classrooms and conference rooms; (on and off campus) create and implement registration forms and attendance record keeping, make catering orders, and plan for any transportation needs; Order materials as appropriate.

STEM Teach Scholarships (30 students/year): Coordinate recruitment efforts; collect applications, review for completeness, and support director with selection of scholarship applicants; Process and track all reimbursements.

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<td>Perform other job-related duties and special projects as assigned.</td>
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<td>Attend training and maintain skill currency as appropriate to safely and effectively complete assignments.</td>
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<td>Serve on recruitment committees for additional staff and students.</td>
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