## (PD-931) Department Coordinator

### POSITION INFORMATION

<table>
<thead>
<tr>
<th>Internal Team:*</th>
<th>SL-CSM-Liberal Studies-109400</th>
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</thead>
<tbody>
<tr>
<td>Job Code/Employee Classification:*</td>
<td>Admin Support Coord 12 Mo</td>
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<tr>
<td>Job Code:</td>
<td>1035</td>
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<tr>
<td>MPP Job Code:</td>
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<tr>
<td>Position Number:</td>
<td>Admin Support Coord 12 Mo</td>
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<td>Position no:</td>
<td>SL-00000775</td>
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<tr>
<td>CSU Working Title:*</td>
<td>Department Coordinator</td>
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<tr>
<td>Reports To:</td>
<td>Dept Chair - Liberal Studies</td>
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<tr>
<td>Campus:*</td>
<td>San Luis Obispo</td>
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<tr>
<td>Division:*</td>
<td>Academic Affairs-Provost</td>
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<tr>
<td>College/Program:*</td>
<td>CSM-College of Science &amp; Math</td>
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<tr>
<td>Department:*</td>
<td>CSM-Liberal Studies - 109400</td>
</tr>
<tr>
<td>FLSA Status:*</td>
<td>Non-Exempt</td>
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### SENSITIVE POSITION

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<tr>
<th>Sensitive Position:</th>
<th>Yes  No</th>
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| Job Summary/Basic Function:* | The LS department coordinator is responsible for providing the full range of administrative and clerical support for department operations, including, but not limited to: day-to-day operations, general program administration, faculty and student matters, personnel and budget matters, class scheduling, curriculum and events. This position requires a high level of proficiency utilizing university software systems as well as applying and adhering to all relevant university and college policies and procedures. The LS department coordinator provides a first point of contact for anyone calling or visiting the Liberal Studies office and thus serves as an information source for the college, students, parents, faculty, staff, and the public. |

The LS department coordinator will facilitate communication and coordination with the Center for Engineering, Science and Mathematics Education (CESAME) and the center's affiliated programs (MSTI, LBDL, LSAMP and STAR), which share common spaces and equipment. |

| Minimum Qualifications:* | 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:

Excellent organizational and time management skills, strong attention to detail, and ability to independently handle multiple tasks and priorities and successfully meet deadlines for day-to-day and long-term activities in a busy environment with constant interruptions. Initiative to request projects during slower work-periods.

Excellent oral and written communications skills, ability to draft and compose correspondence and standard reports, utilizing a thorough knowledge of English grammar, punctuation, spelling and proofreading.

Demonstrated ability to establish and maintain effective working relationships in the department, college and across the university to accomplish common objectives, to cultivate a positive and productive working atmosphere, provide excellent customer service to students, faculty, staff and the public, employ a high level of diplomacy, tact and professionalism to provide a welcoming and helpful environment for everyone visiting the office, and to effectively handle a broad range of high level and sensitive interpersonal situations with a diverse population and various personalities, and to respond appropriately to conflicts and facilitate resolutions.

Ability to find solutions to complex problems, working collaboratively with staff campus-wide.

Demonstrated ability to maintain a high degree of confidentiality and professionalism.

Ability to be fully functional in all technical aspects of work assignments, and to learn and adapt quickly to new technology, software, methods and procedures.

Thorough knowledge of or ability to quickly learn university infrastructure, policy and procedures, with the ability to interpret, apply and communicate policies and procedures and use good judgment and discretion when guidelines or precedents do not exist.

Ability to independently handle multiple work unit priorities and projects.

Working knowledge of budget policies and procedures.

Ability to perform business math, analyze data and make accurate projections requiring some inference.

Demonstrated skills in use of desktop and online software application packages and computing systems, including word processing, spreadsheets, email, calendaring, databases, on line systems, web research and file sharing. Demonstrated experience and skill in creating and using spreadsheets to extract and analyze data with strong attention to detail.

Ability to analyze operational and procedural problems and develop, recommend and evaluate proposed solutions.

Demonstrated ability to work independently, exercise initiative, and establish work priorities.

Demonstrated ability to effectively compile and maintain records, prepare reports and summaries, and to write and present reports in a clear and concise manner.

Thorough knowledge and skill in standard office procedures and practices. Knowledge and ability to operate and troubleshoot a broad range of office equipment.

Preferred Qualifications:

Working knowledge of Cal Poly-specific online tools and resources such as Office 365, PolyData dashboards, and PeopleSoft Student Administration, Human Resources and Finance modules.

Special Conditions:

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

Must be able to work various shifts (as applicable), including weekends, 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

### JOB DUTIES

<table>
<thead>
<tr>
<th>% of time</th>
<th>Duties / Responsibilities</th>
<th>Essential / Marginal</th>
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https://admin.do4.pageuppeople.com/v5.3/provider/managerJobs/editJob.asp?zData=UFVIVjMfiYMX6FqqJap3d4K-iw4d9yLgBBXAc3EJ_IPO4GBxXHDXNDSuHylhH1PC+vH1QE4D89/Vhev/LsR0KvxeX0h6B7s6f0z...
Provide the full range of administrative and clerical support to the Liberal Studies department chair, informing the chair of issues or problems as they arise and collaborating on solutions, gathering and maintaining data and information for various reports, and ensuring awareness and timely adherence to college and university policy and procedure.

Retrieve and share with department chair and department faculty all information distributed by the dean’s office as relevant and provide requested information and reports to the dean’s office.

Assist faculty as needed with administrative processes and processing curriculum materials.

Serve as first point of contact for walk-in visitors and callers, assisting students, parents, faculty, staff, and the public on a wide variety of information, policies and procedures. Review, distribute or respond to incoming mail.

Oversee department spaces and coordinate shared space and equipment with CESAME.

 Gather information to design, write, produce and send departmental communications (including weekly e-newsletter to LS student body and annual department newsletter), documents, reports, and correspondence. Create agendas, attend and take minutes for department meetings, adjunct faculty meetings and Liberal Studies advisory meeting.

 Update faculty with current university resources to create accessible instructional materials. Facilitate and update accessibility to instructional materials and facilities for all students.

 Maintain and update LS website content, department handbook, curriculum sheets, informational handouts, department bulletin boards, email aliases and faculty office hours in physical and electronic systems. Maintain office supplies inventory.

 In consultation with department chair as appropriate, assess, address and support student matters; guide students, serve as liaison to central student offices (e.g. Registrar, Evaluations and Admissions), generate and provide information and reports.

 Support LS clubs and student organizations with projects and events. Help promote student involvement in Cal Poly programs and organizations in Student Affairs and our service community.

 Hire, supervise or provide work direction to Student Assistants and Instructional Student Assistants.

 Responsible for oversight of multiple budgets, including, O & E ($15,000), Discretionary ($45,000), College-based fees ($20,000), Endowments and Instructionally Related Activities ($7,000) and student club ($2,000). Provide budgetary tracking, reconciliation and reporting for department foundation, corporation and state budgets. Independently handle all purchasing, payments and travel expense claims associated with all LS accounts. Provide faculty with information and facilitate reimbursements.

 Collaborate with and support department chair in all aspects of course scheduling, including planning, proofing, trouble-shooting, data entry and reporting. Review and monitor enrollments.

 At the direction of the department chair, fully responsible for planning all departmental special events (including field trips).

 Attend training and maintain skills currency as appropriate to safely and effectively complete assignments.

 Perform other job-related duties and special projects as assigned.

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**USERS AND APPROVALS**