POSITION DESCRIPTION

Department: Architecture Department
Classification Title: Administrative Support Coordinator 12 Month – ASC II
Working Title: Administrative Coordinator
FLSA Status: ☒ Non-Exempt ☐ Exempt

Position Summary

The Architecture Department (ARCH) is one of five academic departments in the College of Architecture and Environmental Design (CAED). ARCH enrolls approximately 800 undergraduate majors, plus a small group of graduate students. The ARCH Department offers a Bachelor of Architecture, an MS in Architecture, a minor in Architecture, and stewards the interdisciplinary minor in Sustainable Environments. The Department supports numerous off campus programs, student clubs, and other co-curricular activities. The ARCH Department is comprised of a department head, associate and assistant department heads, a graduate program coordinator, approximately 50 faculty, two administrative support staff including this position and an Administrative Support Coordinator I, and student assistants.

With approximately 2,000 students and 145 faculty and staff, Cal Poly’s College of Architecture and Environmental Design (CAED) offers eight degree programs in five closely related departments: Architectural Engineering, Architecture, City and Regional Planning, Construction Management, and Landscape Architecture. For decades the CAED’s nationally ranked, accredited programs and over 16,000 alumni have been a positive influence on forces that shape the planning, design and construction worlds. The common educational goal shared by all academic programs within the CAED is excellence in preparing tomorrow’s built environment leaders.

This position has significant autonomy and operates under the general direction of the Architecture Department Head, and is responsible for the administrative coordination and duties related to the overall operation of the department, including: information management, record-keeping and reporting, procurement of equipment, furniture and supplies, accounts payable, budgetary oversight, faculty and student recruitment, oversight of department resources, work direction to student assistants, and coordination of special events and projects. In consultation with the department head and faculty, this position is responsible for the full scope of project activities including initiation, execution, coordination, implementation, and evaluation.

Duties and Responsibilities

The following examples illustrate typical work activities and are not meant to be all inclusive or restrictive:

Essential Job Functions

1. Oversee the daily operations of the department office and supervise student assistants. Recommend and develop new department procedures as needed. Compose correspondence for department head signature. Compile (research and prepare) reports for department head, faculty, administrative offices, external agencies and organizations such as the National Architectural Accrediting Board (NAAB) etc.

2. Assist department head with budget monitoring and projections. Track revenue and expenditures for all funding sources, ensuring proper use of funds and compliance with policies and procedures. Prepare monthly ProCard reports, process reimbursements and oversee reconciliation of travel claims.

3. Coordinate and monitor all activities related to faculty retention, promotion, tenure evaluations. Assist and advise departmental peer review committee in all areas of the faculty
evaluation process and ensure accuracy of the review cycle. Communicate the department, college, and university policies, procedures, and deadlines to ensure procedural compliance.

4. Serve as department liaison for HR, Academic Personnel, and Payroll Office; interpret and communicate department, college, and university HR, Academic Personnel, and payroll policies and procedures to faculty. Prepare faculty contracts, track entitlements and review quarterly FAD reports as required. Review Master Payroll Certification. Coordinate recruitment for student assistants, hire and approve time cards.

5. Coordinate faculty recruitments, including managing requisitions and posting advertisements, coordinating interview logistics.

6. Interpret and communicate department, college, and university budget policies and procedures to ensure compliance.


8. Coordinate department events including space reservations, catering, guest parking, and invitations.

9. Ensure that departmental databases are kept current (e.g., faculty rosters, student data, alumni data, donor data, etc.).

10. Ensure that the department website and social media pages are updated regularly.

11. Assist with course scheduling as needed, in consultation with the department head.

12. Greet visitors and respond to inquiries from students, parents, faculty, staff and the general public regarding department, college and university information, policies and procedures.

**Related Job Functions**

- Perform other duties as needed to fulfill position responsibilities, or as assigned
- Perform special projects as assigned
- Attend training programs for continued professional development

**Required Education, Experience, and Credentials**

**Education and Experience:**

- High school diploma or its equivalent. Type 45 wpm. Five 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.)

**Licenses, Certificates, Credentials:**

- N/A

**Required Skills, Knowledge, and Abilities**

- Demonstrated customer service experience requiring a very high level of diplomacy and professionalism.
- 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.
- 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.
- Ability to troubleshoot most office administration problems and respond to all inquiries and requests related to work area.
- Ability to understand problems from a broader perspective and anticipate the impact of office administration problems and solutions on other areas.
- Ability to analyze operational and procedural problems and develop, recommend, and evaluate proposed solutions.
- Ability to effectively write and present own reports.
- Thorough knowledge of English grammar, spelling and punctuation. Proofreading and editing skills.
- Ability to interpret, communicate and apply policies and procedures independently, and use judgment and discretion to act when precedents do not exist.
- Demonstrated ability to maintain a high degree of confidentiality.
- Excellent organizational skills with ability to coordinate multiple assignments with fluctuating and time-sensitive deadlines. Ability to independently anticipate and prioritize tasks and projects through the use of initiative, time management skills, creative problem-solving and sound decision making.
- Ability to use negotiation and persuasion skills to achieve results and expedite projects.
- 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 budget policies and procedures; ability to monitor and track department budget and make projections. Ability to independently analyze data from large budgets and make accurate projections using standard business math, requiring some inference.
- Working knowledge of or ability to quickly learn University infrastructure, policies and procedures.
- Skill in collection and evaluation of data to develop valid conclusions and recommendations. Ability to compile information in a concise manner for meetings and reports.

**Preferred Skills and Experience**

- Demonstrated skills in an institutional/educational environment utilizing a customer-oriented and service-centered attitude.
- Experience using Cal Poly systems such as PeopleSoft and dashboards for data mining and scheduling.
- Experience creating and editing content for websites and social media.
- Familiarity with academic curricula, flowcharts and related concepts.

**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 projects. 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).

**INCUMBENT:** I have read this position description and understand its contents.

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**SUPERVISOR:** I certify that all statements on this form are complete and accurate.

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**DEPARTMENT HEAD:** I certify that all statements on this form are complete and accurate.

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