POSITION INFORMATION

Internal Team:* SL-CLA-History-108000
Job Code/Employee Classification:* Admin Support Coord 12 Mo
Job Code: 1035

MPP Job Code: Admin Support Coord 12 Mo
Position Number: Position no: SL-00010376

CSU Working Title:* Administrative Support Coordinator - History
Reports To: Dept Chair - History
Campus:* San Luis Obispo
Division:* Academic Affairs-Provost
College/Program:* CLA-College of Liberal Arts
Department:* CLA-History - 108000
FLSA Status:* Non-Exempt

SENSITIVE POSITION

Sensitive Position: Yes  No
Job Summary/Basic Function:* Under the general supervision of the department chair, this position provides full administrative support to faculty, staff, students, and the general public as needed. The incumbent is responsible for a variety of complex administrative and specialized office functions to support the Department. This includes but is not limited to class scheduling, tracking financial transactions, reconciling budgets, organizing documentation and committees for candidates for retention, promotion and tenure, personnel processes including recruitment and payroll, and other specialized projects. This position requires a detailed understanding of numerous policies and procedures within the College and University.

Minimum Qualifications:* High school diploma or its equivalent. Three years of general office support or technical experience. Training at a vocational school or full-time college education may be substituted for up to three years of the required experience on a year-for-year basis.
Required Qualifications:

Experience to be fully functional in all technical aspects of work assignments.

Ability to understand and operate in a variety of organizational structures.

Thorough, detailed knowledge of applicable university infrastructure, policies, and procedures.

Thorough knowledge of English grammar, punctuation, and spelling. Ability to clearly communicate orally and in writing.

Ability to use and quickly learn new office support technology systems and software packages.

Thorough knowledge of office systems and ability to use a broader range of technology, systems, and packages.

Ability to independently handle multiple work unit priorities and projects.

Ability to apply independently a wide variety of policies and procedures where specific guidelines may not exist.

Working knowledge of budget policies and procedures.

Ability to perform standard business math, such as calculate ratios and percentages, track financial data, and make simple projections.

Ability to draft and compose correspondence and standard reports.

Ability to handle effectively a broader range of interpersonal contacts, including those at a higher level and those sensitive in nature.

Preferred Qualifications:

Bachelor's degree preferred.

Knowledge of, and skills related to, University Class Scheduling processes and procedures.

Knowledge of, and skills related to, campus network applications including PeopleSoft, PolyData Dashboards, Business Objects Enterprise (BOE), Cal Poly Jobs, Office 365 Calendar and Email.

Excellent skills and proficiency with Excel.

Experience with website maintenance.

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

Special Conditions:

Must be able to adjust working hours to meet special jobs.

Must have the ability to safely move and unload boxes of supplies/files and place them in the storage areas. Job may require occasional lifting and/or moving of heavy office supplies and paper (up to 25 lbs.).

Must have the ability to enter and retrieve information using a computer keyboard and monitor for extended periods of time.

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:

N/A
Mandated Reporter:*

General - The person holding this position is considered a general 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

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<tr>
<th>% of time</th>
<th>Duties / Responsibilities</th>
<th>Essential / Marginal</th>
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**DEPARTMENT SUPPORT/ADMINISTRATION:**

Provide complete administration and clerical support to the Department Chair and faculty, while ensuring compliance with University, College and Department policies and procedures.

Enter and update workload data in PeopleSoft for all full-time and part-time faculty. Process faculty appointments.

Track and document forms for faculty course release and other appointment documents for faculty.

Process and track travel requests and expense claims for faculty, students and staff on all domestic and international travel. Ensure compliance with travel guidelines.

Assist retention, tenure and promotion candidates as well as committee members with deadlines and related matters.

In coordination with the Department Chair and committee, oversee the administrative support for all faculty searches and part-time lecturer pool recruitments. Coordinate all candidate interviews, including schedule, lodging, hosting, reimbursements and other needs.

Update department website including, office hours, course information, documents, forms and special event information.

Review accuracy of the Master Payroll Certification and Absentee Reporting each month prior to final approval. Troubleshoot questions and/or problems regarding payroll issues.

Coordinate with College technicians regarding computer and equipment problems and ordering computer related equipment for new and existing faculty.

Ensure security of confidential files and other materials to comply with the University Classification and Handling Standards and completion of the annual Information Security Audit. Track keys and disposition of sensitive materials.

Work with Associate Dean in office assignments for all new and existing faculty. Coordinate moves, furniture and custodial needs with Facilities. Assist new faculty with office needs.

Record minutes for Department meetings.

**BUDGET SUPPORT:**

Perform budget planning and administration of program accounts for both State and Corporation Programs. Ensure budget compliance on all levels.

Reconcile budgets for all accounts at the end of each fiscal year. Prepare budget summaries for both state and discretionary accounts for the Department Chair and for presentation to faculty.

Oversee budget for grants and other special funding for faculty. Work with College Budget Analyst and other departments on tracking expenditures.

Monitor and reconcile all financial transactions for both State and Corporation Program budgets. Troubleshoot problems and questions with College Analyst and Accounts Payable.

Prepare and process guest lecturer forms for stipends and travel claims.

Assist with purchases of equipment as required by faculty.

**SCHEDULING:**

Work with the Department Chair in all aspects of class scheduling.
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<th>Perform other job-related duties and special projects as assigned.</th>
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<tr>
<td>Attend training and maintain skill currency as appropriate to safely and effectively complete assignments.</td>
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<td>Provide backup to ASA II.</td>
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