

Sonoma State University is committed to achieving excellence through teaching, scholarship, learning and inclusion. In line with our Strategic Plan and our Seawolf Commitment, our values include diversity, equity, sustainability, community engagement, respect, responsibility, excellence and integrity. We strive to cultivate a community in which a diverse population can learn and work in an atmosphere of civility and respect. We encourage innovation, experimentation and creativity, as well as contributions to equity and inclusion, in the pursuit of excellence for all members of our university community.

**Position Purpose:** Reporting to and under general supervision of the Dean, the Dean's Office Specialist performs a variety of administrative and analytical, and duties to support College programs/projects and the leadership, planning, and program development responsibilities of the Dean and the College leadership team. This support includes supporting a wide variety of administrative tasks of limited to moderate complexity requiring the use of independent judgment to make decisions, interpret, and apply a wide range of policies and procedures, performing research when needed, preparing and analyzing budgetary and other financial reports, providing support documentation and providing general office assistance in support of the College. Responsibilities also include meeting extensive deadlines with internal and external clients of a sensitive/confidential nature, and maintenance of various College and Extended Education (EE) programs and processes, and management of various School projects as assigned.

**Major Duties:** Major duties of the position include, but are not limited to, the following:

- Organizes and performs a variety of administrative and analytical duties in support of the leadership, planning and program development responsibilities of the Dean.
- Assists and supports the Dean, Associate Dean(s), Executive Director of Extended Education, and Director of Operations and Graduate Programs in scheduling, planning and coordinating both on- and off-campus meetings and events which include various campus representatives, off-campus personnel, and local school personnel.
- Assists the Dean in the development of agendas and minutes for meetings, including, but not limited to Council of Chairs meetings, department meetings, advisory group meetings, and project/development related meetings, etc.; attends meetings and presents information as needed; maintains records of meetings.
- Maintains complex schedules; monitors deadlines for programs, events, and assignments/tasks.
- Supports the Dean in activities related to grant and community outreach projects.
- Assists the Dean in developing, planning, and implementing administrative functions of projects.
- Supports the Dean in faculty review processes, including RTP and temporary faculty evaluations. Ensures deadlines are met and appropriate files are maintained during the review process.
- Develops and organizes annual College calendar, taking into account the University academic calendar and possible external conflicts. Maintains the College off-campus calendar.
- Manages logistics of accreditation visits, including meetings, events and exhibit presentations.
- In collaboration with the Executive Director of Extended Education and the Excel Program Coordinator, provides administrative support for special noncredit programs such as the SSU Excel for Youth program and the SSU American Language Institute.
- Acts as the Dean's delegate, as requested, to draft requests and expense reports in the campus travel and expense management system.
- Serves as College account holder for the Pro Card Program; purchasing supplies and materials, preparing monthly reports and working directly with vendors and the Financial Services department to resolve contested items.
- Generates and processes EREQs, EBERs, travel claims, invoices, and other University forms etc.
- Makes hospitality arrangements for visitors to the College, i.e., visitors from other campuses, CSU representatives, etc.

- Interprets and applies policies and procedures in performing the administrative responsibilities of the College. Serves as a resource person to the Dean, faculty and office visitors concerning various policies and procedures (i.e., RTP, recruitment, etc.).
- Makes independent decisions in solving routine and unique problems.
- Oversees clerical operations and provides lead direction to support staff, including student assistants.
- Reviews and organizes email; replies to routine mail requests. As requested, assists in redirecting emails sent to the College dean account, and helps in publishing final communications.
- Supports a variety of College internal and external communications including but not limited to, invitations, brochures, flyers, posters, mailers, emails, presentations, reports, social media, and other department website content. Composes correspondence upon request.
- Assists College with administrative responsibilities for student outreach and recruitment efforts, e.g., produce flyers; etc.
- Maintains cooperative working relationships with a wide variety of public contacts including campus officials, various advisory board members and constituents, governmental officials, CSU administrative personnel, administrative personnel in the Office of the Chancellor and others as needed.
- Works with the leadership to maintain the College website and social media platforms; regularly checks accessibility standards, and makes content updates and fixes as necessary.
- Supports the Director of the Center for Professional Engagement (CPE) in developing and coordinating promotional materials; branding; recruitment/communications plan, as needed. Provides support for CPE program logistics.
- Develops and maintains digital filing systems for the College. Provides regular evaluation of files for currency and accuracy, purging and archiving based on University policies and procedures.

**Secondary Duties:** Performs other secondary duties as assigned.

**Work Environment:** Duties will primarily take place in an office setting however additional duties may be performed in various locations on the Sonoma State University campus, including working both indoors and outdoors to support and participate in university activities and events. The normal work schedule is Monday through Friday aligned with regular campus hours. Your specific start time is determined by your Appropriate Administrator. As a non-exempt employee, any request for overtime will be specified and pre-approved by Appropriate Administrator. Evening and weekend hours may be required and will be specified only by the supervisor to meet operational needs. This position may also be eligible to participate in the campus Telecommuting Program to engage in limited telecommuting as operationally feasible. The incumbent must maintain regular and acceptable attendance at such levels as is determined by the Appropriate Administrator. The position may require occasional travel, by automobile and airplane, and overnight stay to travel to trainings and meetings off campus.

This position requires, with or without reasonable accommodations, the ability to frequently sit, move or stand for office and/or event functions, be at a computer for 6-8 hours/day, occasionally reach with hands and arms, climb or balance, stoop and kneel and lift objects of up to 20 lbs in weight.

**Minimum Qualifications:** This position requires a bachelor's degree and/or the equivalent training and administrative work experience involving study, analysis, and/or evaluation leading to the development or improvement of administrative policies, procedures, practices, or programs. Knowledge of higher education administration with experience working in an academic environment and/or providing high-level executive or administrator support is preferred. Experience with large-scale event planning and coordination preferred. Advanced proficiency with computers and Microsoft Office Suite (Word, Excel) is required. Knowledge of Google Suite and other cloud computing software, design packages and software applications (e.g. Canva, InDesign, Adobe Creative Suite), web design software (i.e., Drupal,) social media platforms, and PeopleSoft preferred.

In addition, typical knowledge and skill requirements include:

- Working knowledge of general practices, programs, and/or administrative functions of the academic unite. Basic knowledge of and ability to apply fundamental concepts. Working knowledge of budget policies and procedures.
- Ability to learn, interpret, and apply a wide variety of policies and procedures relating to and impacting the College.
- Knowledge of basic methods and procedures for research and statistical analysis and the ability to apply them.
- Ability to analyze data and make accurate projections using business mathematics and basic statistical techniques.
- Ability to organize and plan work and projects including handling multiple priorities and complete assignments independently and under general supervision. Ability to independently meet time-sensitive deadlines.
- Ability to make independent decisions and exercise sound judgment.
- Ability to compile, write, and present reports related to the College. Ability to write and accurately format business correspondence and reports.
- Ability to handle confidential communications/information.
- Ability to complete work with a high level of accuracy and attention to detail.
- Ability to take initiative and anticipate needs and problems with the College/programs.
- Ability to creatively problem-solve independently or as a team member.

In addition, the Specialist must be able to provide outstanding customer service to students, staff, faculty, and visitors while adapting to changes in a professional, fast-paced environment. The incumbent must possess strong organizational skills, excellent written and oral communication skills, and strong critical thinking skills. Must have the ability to effectively communicate with all levels within the university and establish and maintain productive and effective, inclusive working relationships amongst diverse populations including staff, faculty, administration, students, and other internal and external constituents. Must be able to accept constructive feedback, work cooperatively in group situations, and contribute to and enrich a team-work environment. Must also possess the ability to operationalize sustainability concepts (economy, society, environment) into all aspects of performing job duties. May be required to meet the standards of the University Conflict of Interest policy if performing purchasing with a Pro card.