University Staff Position Description Form
Office of Human Resources

This description will be used as a basis for determining classification/skill level and will be maintained as an official record of the duties assigned to this position. Employee participation in the completion of this document is encouraged; however, the appointing authority and supervisor are accountable for establishing the assignment and ensuring the accuracy of this information.

FOR HUMAN RESOURCES USE ONLY: PU

APPROVED CLASSIFICATION	CLASS CODE	EEO CAT	RANGE/ GRADE CODE	APP. BY C&C	DATE
ASC I	1035	12	1	LL	2/13/24

1. POSITION INFORMATION

Employee: _____ Department: Social Work

Current Classification: ASC I Working Title: Admissions Support Coordinator

Time Base: [x] F.T. [ ] P.T. _____% [ ] Other _____ FLSA Status: [ ] EX [x] NE

Position Provides Lead Work Direction To:

Classification: _____ Qty: _____ FTE: _____

Classification: _____ Qty: _____ FTE: _____

Classification: _____ Qty: _____ FTE: _____

Name & Title of Work Lead (if any): Office Coordinator (ASC II)

Name & Title of Appropriate Administrator: Sarah Reed, Department Chair

Name & Title of Dean/Manager (MPP): Mary Maguire, Dean, College of Health & Human Services

2. PRIMARY ACTION BEING REQUESTED (Select One)

[x] Job Posting: [ ] New Position [x] Replacement Position, former incumbent: Kylie Agosta

[ ] Update Position Description Only:

> NOTE: An updated position description requires providing Employee with seven (7) days' advance notice. This updated position description must be signed by the Appropriate Administrator before being signed by the Employee. The Employee signs at least seven (7) days' prior to Effective Date.

Effective Date: _____

3. SIGNATURES

Signatures denote that this position description is an accurate statement of the duties and responsibilities assigned to this position. 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.

Employee: _____ Date: _____

Appropriate Administrator: *Sun Reed* Date: 02/15/2024

Dean/Manager (MPP): *Mary Maguire* Date: 02/16/2024

HR Staff Official Position Description

4. MINIMUM QUALIFICATIONS

Please list only the Minimum Qualifications of the appropriate classification standards for this position. (Depending on the classification, this may be shown in the classification standards as Minimum Qualifications, Entry Qualifications, or Typical Qualifications. Classification standards can be found at http://www.calstate.edu/HRAdm/Classification/index.shtml.)

Entry to this classification requires a fully functional knowledge of and skill in standard office procedures and practices, as well as an ability to understand and operate in a variety of organizational structures. Additionally, incumbents are expected to have a thorough knowledge of English grammar, spelling, and punctuation and be able to clearly communicate orally and in writing. Some positions may require knowledge of business mathematics beyond basic arithmetic. The ability to use and quickly learn new office support technology systems and software packages is also a prerequisite.

These entry qualifications would normally be obtained through a high school program, technical/vocational program, or their equivalents combined with several years of related office work experience.

5. KNOWLEDGE, SKILLS, ABILITIES, AND EXPERIENCE

Please list any knowledge, skills, abilities, and experience for this position.

Required: Must be comparable to the Minimum Qualifications, appropriate to the skill level of the position, and would allow an incumbent to satisfactorily perform the Essential Functions of the position.

1. Thorough knowledge of English grammar, punctuation and spelling.
2. Thorough knowledge of office systems and ability to use a broader range of technology, systems and packages.
3. Ability to independently handle multiple work unit priorities and projects.
4. Effective organization skills with the ability to meet deadlines.
5. Exceptional detail-oriented and record-keeping skills.
6. Strong communication skills.
7. Strong interpersonal skills.
8. Ability to provide exceptional customer service in a diverse environment.
9. Ability to draft and compose correspondence and standard reports.

Physical Requirements:
- Ability to frequently move heavy duty crates, up to 20 lbs.

Conditions of Employment:
- Ability to pass a background check.

Preferred: List any desirable qualifications beyond the Minimum Qualifications and those that are Required that would enhance an incumbent's ability to perform the work of the position (e.g., additional years of experience, advanced education, certification and/or specialized training).
10. Ability to work flexible hours, including Saturday and/or Sunday
11. Experience working in an institution of higher education.
12. Knowledge of campus systems such as: Cayuse; Web Content Management System (Cascade Server) for updating and creation of webpages; SacSend Messaging System for sending mass e-mails to students, faculty and staff; event services reservation system (EMS OPUS) for securing meeting, workshop and training space; Common Management System-Human Resources/Student Administration (CMS IIR/SA); SacVault (Cognos); and Blackboard.

Employee Initials: **Date:**

13. Experience with processing student applications for admissions (e.g. review, analyze, evaluate and process information).
14. Experience using OnBase computer program for applications processing and review.
15. Experience working with Human Subjects applications.
16. Experience with OnBase computer program for Graduate (MSW) applications processing and review
17. Experience with travel claims processing
18. Experience with purchasing of office supplies and equipment
19. Experience processing computer lab requests
20. Experience with academic calendaring

6. POSITION SUMMARY

Provide a few short, specific statements, which outline the purpose of the job.

The Admissions Support Coordinator (ASC I) is responsible for the coordination of the Master of Social Work (MSW) admissions process. This position provides curriculum support to faculty, staff and students. The incumbent's responsibilities include, but are not limited to: coordinating all applications using OnBase document management software, maintaining and archiving Master of Social Work applicant ranking database; processing and maintaining data on human subjects applications; assist with the processing of faculty travel; assisting with purchasing of supplies and equipment; and providing administrative support to multiple committees. This position reports to the School of Social Work Chair and receives lead work direction from the Administrative Support Coordinator II.

7. ESSENTIAL FUNCTIONS OF THE POSITION

Describe each major responsibility assigned to this position and indicate the percentage of time devoted to each function, as well as the frequency in which each function is performed.

Essential Functions and Marginal Functions should have a combined total of 100% of Time.

% of Time	Frequency (daily, weekly, monthly, etc.)	Essential Functions Only (List in order of importance)
10%	Weekly, Monthly	**Communications** ▪ Develops and updates materials such as flyers, brochures, training materials, how-to manuals, committee agendas, admissions presentations and other documents for the Master's Program. ▪ Responsible for updates to assigned websites, ensuring information is up to date, links arc active and arc information is in compliance with University standards. ▪ Duties include providing, assisting and/or presenting at meetings and special events. ▪ Interact with a variety of campus and/or community constituents including working with students, faculty and staff.
5%	Weekly, Monthly	**Budget/Fiscal** ▪ Assist with processing expense reimbursements, petty cash, direct payment requests, purchase orders, travel claims and work orders. ▪ Assists with processing payroll for department, is responsible for the issuance of monthly payroll to all Staff, Faculty, Student Assistants and Work Study Students.
5%	Weekly	**Data Collection, Analysis, Preparation**

Employee Initials: **Date:**

		- Researches and interprets a variety of administrative policies and procedures. - Assists in preparing various reports as requested (i.e., admissions application data needed for program assessments). - Assists with maintaining, updating and tracking information on department database(s) in regards to projects, events, activities for various purposes (e.g. verification of conditional acceptance requirements, and verification of research topics and advisors).
15%	Daily/Weekly/ Monthly	**Administrative/Office/Program Support** - Perform a variety of administrative duties in support of work unit operations, including purchasing office supplies and equipment - Provides administrative support within department including preparing correspondence, emails, managing calendars, maintaining confidential files and answering calls. - Manages multiple modules from faculty requests forms and submissions through the Faculty Resource Pages. - Responsible for recording committee minutes for Admissions, Curriculum and CS\VE Planning Committee; will implement the tracking of motions and/or action items. - Assists with answering telephones and distributing mail - Assists with printing, scanning, and photocopying of course materials. - Assists with ordering parking passes for guest speakers and special events. - Assist with the processing of School and University forms and petitions. - Acts as a resource person for faculty, staff and students (current and future) regarding such matters as admissions requirements, division and university IRB policies and procedures on the protection of human subjects, etc. - Provides back-up support of office staff - Assists ASC-II in the training of other clerical staff positions (related to new system processes). - Participates and contributes to team building exercises and process improvement workshops.
20%	Weekly	**Curriculum Support** - Coordinates the process for human subjects. Assist in providing technical information on policies and procedures to students and faculty regarding program and university requirements. - Collect and process human subject applications. - Coordinate and support project/ thesis prospectuses and final submissions. - Coordinate graduate workshops, symposiums and orientations; room reservations, ordering food, setup preparations, and registration of faculty and students. - Assist the program coordinators for the Weekend Program and the Graduate Cohort Programs with answering students' programmatic questions regarding the Office of Graduate Studies and other University offices.
35%	Weekly	**Admissions Support** - Coordinate with Admissions committee by independently creating the admissions application based on the committee's recommendations. Make recommended changes on admissions application following evaluation by the committee. - Helps train faculty on how to use and troubleshoot OnBase issues

% of Time	Frequency	Duties
		- Support field office, over summer, with placements and any special onboarding procedures, e.g., clearance forms for healthcare facilities in coordination with CastleBranch and MyClinicalExchange systems. - Over summer, manage multiple waitlists, e.g., two-year cohort, Title IV-E cohorts, and Advanced Standing cohort. - Throughout entire year, each week hold Admissions office hours, e.g., twice weekly for total of 5 hours per week. - Field inquiries from prospective MSW applicants, providing advice and verification of completion of or enrollment in prerequisites. - Develop and maintain the process for tl1e evaluation of files by Faculty and Administrator using OnBase. - Maintain all aspects of OnBase needed to track applications and accepted applicants. - Coordinate the admissions process with Graduate Studies to ensure adherence to University policy. - Edit and create fillable forms from the supplemental application packet and create, edit and maintain all application packets (400-500). - Check accreditation of higher education institutions from which credits were earned and determine level, content, unit value and grading system. - Coordinate and participate in admission orientations and workshops for prospective applicants. - Handle tracking of statistical data on students who apply to the master's program. - Attend Admissions committee meetings and offer input on the effectiveness of the admissions process from intake of applications through acceptance. - Offer suggestions for improvement.
5%	Monthly	**Academic Support** - Assists department with adding/dropping and catalog editing and updating. - Assists with student enrollment into programs, classes and testing, including pulling various reports and providing updates to leadership. - Requests labs and spaces

8. MARGINAL FUNCTIONS OF THE POSITION

Describe each <u>non-essential</u> duty assigned to this position and indicate the percentage of time devoted to each function, as well as the frequency in which each function is performed.

<u>Essential Functions and Marginal Functions should have a combined total of 100% of Time.</u>

% of Time	Frequency (daily, weekly, monthly, etc.)	Marginal Functions Only (List in order of importance)
5%	Monthly	Other duties as assigned

9. ADDITIONAL INFORMATION

To enable appropriate classification determination, please elaborate on the information provided in the previous sections by completing the section below.

Employee Initials: **Date:**

9a. Nature and Scope of Authority: Identify the kinds of decisions made, judgment required, freedom to act, and supervision received (i.e., direct or general). Also indicate if position acts as a lead or supervises others, and explain.

Under the general supervision of the School of Social Work chair and the lead work direction of the ASC II, the incumbent is responsible for providing administrative support for the Master of Social Work program. Day-to-clay work is performed independently and responsibilities include but a.re not limited to coordinating the admissions process, the human subjects process, the Council of Social Work Education assessments, and providing curriculum support. The incumbent researches and evaluates work procedures to ensure compliance with campus and CSU system policy. This position does not provide lead work direction to others.

9b. Problem Solving: Types of problems encountered; issues, concerns addressed; types of problems incumbent required to refer to supervisor or others.

Responsible for all aspects of the graduate admissions process. The incumbent addresses a variety of issues and problems that are usually related to applicants submitting incomplete application packets, challenging equivalency of prerequisite courses taken at other colleges, the instructions and/or information posted on our webpage, and claims that wrong information given during tl1e orientations resulting in what is required in the application packet.

Problems with applicant challenges of final scoring will be referred to the Admissions Committee for review, who will be responsible for determining if the issue can be resolved or if the Dean's office and/or university council should be notified.

9c. Contacts On- and Off-Campus: Purpose and nature of working relationships with on- and off-campus contacts.

Works collaboratively with other campus offices, including Graduate Studies, Admissions, University Registrar, and the College of Health and Human Services.

Assists faculty, staff, and current and potential students by answering a variety of questions regarding campus and program policies and procedures.

10. ADA REQUIREMENTS – MUST BE COMPLETED

To comply with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination against qualified individuals on the basis of disability, it is necessary to specify the physical, mental, and environmental conditions of the Essential Functions of the job (with or without a reasonable accommodation).

Use these codes to complete the section below: F (frequently), O (occasionally), N (not at all). Do not use "X."

	PHYSICAL		MENTAL		ENVIRONMENTAL
F	Sit	O	Direct others	N	Is exposed to excessive noise
F	Stand	F	Concentrate	N	Is around moving machinery
F	Walk	F	Analyze	N	Is exposed to marked changes in temperature and/or humidity
F	Have mobility	F	Use reason/logic		
F	Bend	F	Demonstrate recall	N	Is exposed to dust, fumes, gases, radiation, microwave (circle)
N	Climb	F	Make decisions		
F	Reach	F	Works rapidly	N	Drives motorized equipment
F	Kneel	F	Handle multiple tasks/priorities	N	Works in confined quarters
F	Push/Pull	F	Tolerate variety	N	Works in high places
F	Have gross hand coordination	F	Work with others		Other:
F	Have fine hand coordination		Other:		
F	Hear with background noise				
F	Hear the spoken word				
F	Hear over a phone/other device				

Employee Initials: **Date:**

F	See to read fine print
F	See to read bold print
F	See to accomplish a task
F	Talk
F	Communicate
F	Lift: _20_ lbs. max
F	Carry: _20_ lbs. max
N	Operate equipment
F	Perform keyboard entry
	Other:

11. FOR INFORMATION TECHNOLOGY POSITIONS ONLY

PROJECT COORDINATION/LEAD RESPONSIBILITIES

Describe on-going project coordination and/or lead responsibilities, if any, including the number and type of positions for which lead direction is provided. Any projects or accountabilities of a temporary nature must include duration of assignment.

TECHNOLOGY USAGE

Please list the type of computer and/or technology systems used by this position to perform the work, as well as the associated operating systems, software, and applications used.

Hardware Type	Software Applications Used

Employee Initials: **Date:**