
POSITION DESCRIPTION INFORMATION

To edit an approved Position Description scroll to the bottom of the form and press Update PD
Click OK in the pop-up window that appears to reset the approval process

POSITION INFORMATION

| | |
|---|--|
| Type of Action Requested:* | Replacement |
| Internal Team:* | FL-Institutionl Effectivenes&Plan - 10374 |
| Job Code/Employee Classification:* | Admin Support Coord 12 Mo <u>Job Code: 1035</u> |
| Classification Title: | Administrative Support Coordinator I |
| MPP Job Code: | NA |
| Position Number: | Admin Support Coord 12 Mo <u>Position no: FL-10010673</u> |
| CSU Working Title:* | Administrative Support Coordinator |
| Salary Range/Grade: | 1035-COORDINATOR I-Grade-1 Minimum: \$ 3,864.00 Maximum: \$ 6,072.00 Pay Frequency: |
| Reports to Supervisor: | Yessica De La Torre |
| Reports To:* | Director, Assessment <u>Position no: FL-10005033</u> |
| Campus:* | Fullerton |
| Division:* | President's Office |
| College/Program:* | President's Office |
| Department:* | Institutionl Effectivenes&Plan - 10374 |
| FLSA Status: | Non-Exempt |
| Hiring Type: | Probationary |
| Workplace Type (Exclude Inst Fac): | On-site (work in-person at business location) |
| Pay Plan: | 12 Months |
| Pay Plan Months Off: | NA |

POSITION DESIGNATION

| | |
|--|---|
| 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. |
| Conflict of Interest:* | None |
| NCAA: | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Is this a Sensitive Position?: | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Care of People (including minors) Animals and Property: | No |
| Authority to commit financial resources: | No |
| Access/control over cash cards and expenditure: | No |
| Access/possession of master/sub-master keys: | No |
| Access to controlled or hazardous substances: | No |
| Access/responsibility to personal info: | No |
| Control over Campus business processes: | No |
| Responsibilities requiring license or other: | No |

Responsibility for use of commercial equipment: No

Is this a Campus Security Authority (CSA): Yes No

Serves a security function: No

Designated recipient for crime/misconduct reports: No

Significant responsibility for Student Activities: No

Significant responsibility for Campus Activities: No

Job Summary/Basic Function:*

The Administrative Support Coordinator provides administrative and logistical support for the Office of Institutional Effectiveness and Planning. Provides direct support to the Senior Associate Vice President and coordinates support to facilitate the operation of the office function areas that include accreditation, assessment, institutional research, enrollment analytics, and strategic planning. Assists with coordinating or supporting various department reports, planning and publicizing special events, and assists with other projects as directed. Arranges meetings, workshops, and training sessions as directed. Orders and manages office supplies. Reconciles procurement cards, processes travel requests and reimbursements, monitors budget accounts, tracks expenses related to the work area, and processes requisitions. Maintains office library of materials and resource collection. Serves as the department liaison for logistical and office needs, such as the department's IT liaison. Trains, leads, and inputs timesheet information for student employees. Maintains an organized and clean office space. Other duties as assigned.

Minimum Qualifications:*

High School diploma or the equivalent and four years of progressively responsible experience in general office, clerical or secretarial work or the equivalent. Thorough, detailed knowledge of applicable university infrastructure, policies, and procedures. Thorough knowledge of English grammar, punctuation, and spelling. Thorough knowledge of office systems with the ability to use a range of technology, systems and software packages. Ability to independently handle multiple work unit priorities and projects. Ability to apply a variety of policies and procedures where specific guidelines may not exist. Working knowledge of budget policies and procedures. Ability to perform standard business math including calculating ratios and percentages, tracking financial data, and making simple projections. Ability to draft and compose correspondence and standard reports. Ability to handle effectively a broad range of interpersonal contacts including those at a higher level and those sensitive in nature. A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

Required Qualifications:

Preferred Qualifications:

Bachelor's degree from an accredited four-year college or university. Experience working at least three years in an administrative position in higher education. Experience with project management. Experience working in high profile offices or in positions that require political acumen. At least intermediate skills using MS Office programs (Word, Excel, Outlook, and Desktop Publishing packages).

Special Conditions:

License / Certification:

Valid CA Driver License

Supervises Employees:*

Yes No

If position supervises other employees; list position titles:


may lead student assistants as needed

Job Duties

JOB DUTIES

| % of time | Duties / Responsibilities | Essential / Marginal |
|------------------|--|-----------------------------|
| 50 | <p>50% - Office Coordination and support:</p> <ul style="list-style-type: none">• Coordinates and monitors workflow in the department, adhering to timelines.• Coordinates office meetings, workshops, and training sessions. This includes scheduling, communication, set-up, flyer development, clean-up, etc.• Maintains office email accounts, forwarding and responding to inquiries as appropriate. Documentation of materials may also occur, such as with PPR documents.• Serves as the administrative support for the Senior AVP with tasks such as calendar management, purchases, etc.• Maintains office library and resource materials collection.• Stays abreast of processes and procedures of office staff functions.• Maintains files and oversees department file maintenance both online and paper.• Serves as the liaison between the department and other departments (such as the DITC) to support staff and office needs.• Provides backup support to other staff positions in the department.• Supports staff hiring process, such as communication with the hiring manager, scheduling interviews, setting up, and welcoming applicants.• Coordinates student employee needs such as hiring process and documents, evaluation, attendance, payroll, trainings, assignments/activities, and mentoring.• Ensures office space is clean and organized, including cabinets, kitchen, and other public areas.• Responsible for office mail in and outbox. | Essential |
| 25 | <p>25% - Budget Support and Expense Tracking:</p> <ul style="list-style-type: none">• Tracks operating expenses and reconciles department accounts.• Reconciles procurement cards.• Orders supplies using a web-based ordering system or delegates as necessary.• Facilitates faculty and staff professional travel, preparing travel authorizations and claims as appropriate.• Initiates and follows through on budget requests and QR numbers for all office contracts and purchases.• Responsible for all budget-related paperwork and documentation except for faculty stipends and BTRs. | Essential |
| 15 | <p>15% - Projects and Events:</p> <ul style="list-style-type: none">• Maintains internal calendar of events and projects. Responsible for ensuring events are listed on the campus calendar.• Assists with routine communication in relation to the events.• Works with Provosts Office and Departments to schedule Program Performance Review (PPR) meetings. Gathers needed materials and sends them to appropriate parties prior to the meeting, and as needed.• Provides hospitality within the office and at office events.• Provides grant coordination.• Responsible for logistics of Annual Assessment Forum, WSCUC visits and meetings, office trainings, and more. Logistics include planning, ordering needed supplies and food, communication, support with flyer development, set-up, and clean-up. | Essential |
| 10 | <p>10% - Other Duties as Assigned</p> | Essential |

SELECTION CRITERIA

 There are no items to show

Physical Mental and Environmental Demands

**** Physical Mental and Environmental Requirements Must be Completed for all Positions ****

Please indicate the frequency (Constantly; Frequently; Occasionally; or Never) and whether or not the requirement is essential.

Physical and Mental Requirements

| | |
|--|--------------------------|
| Bending: | Occasionally - Essential |
| Climbing: | Occasionally - Essential |
| Concentrating: | Frequently - Essential |
| Crawling: | Never |
| Decision Making: | Occasionally - Essential |
| Keyboarding and Mousing: | Constantly - Essential |
| Lifting or Carrying up to 10 lbs.: | Occasionally - Essential |
| Lifting or Carrying up to 25 lbs.: | Occasionally |
| Lifting or Carrying up to 50 lbs.: | Occasionally |
| Lifting or Carrying over 50 lbs.: | Never |
| Performing Calculations: | Occasionally - Essential |
| Pushing or Pulling: | Occasionally |
| Reaching Overhead: | Occasionally |
| Repetitive Motion of Upper Extremities: | Constantly |
| Sitting: | Frequently |
| Standing: | Occasionally |
| Stooping Kneeling or Squatting: | Occasionally |
| Walking: | Occasionally |

To add additional Physical and Mental Requirements - Please provide the 1) Physical and/or Mental Requirement description; 2) Frequency (Constantly; Frequently; Occasionally; or Never) and 3) Whether it is Essential to the position:

Other Physical & Mental Requirement No. 1

Description:

Other Physical and Mental Req No.1 Frequency:

Other Physical & Mental Requirement No. 2

Description:

Other Physical and Mental Req No.2 Frequency:

Other Physical & Mental Requirement No. 3

Description:

Other Physical and Mental Req No.3 Frequency:

Other Physical & Mental Requirements:

Environmental Requirements

| | |
|---|--------------------------|
| Drive motorized equipment: | Occasionally - Essential |
| Excessive Noise: | Never |
| Hazards: | Never |
| Outdoor: | Occasionally |
| Elevated Work: | Never |
| Extreme Temperature (hot or cold): | Never |
| Indoor (Typical office environment): | Constantly - Essential |

To add additional Environmental Requirements - Please provide the 1) Environmental Requirement description; 2) Frequency (Constantly; Frequently; Occasionally; or Never) and 3) Whether it is Essential to the position:

**Other Environmental Requirement No. 1
Description:**

Other Environmental Req No.1 Frequency:

**Other Environmental Requirement No. 2
Description:**

Other Environmental Req No.2 Frequency:

**Other Environmental Requirement No. 3
Description:**

Other Environmental Req No.3 Frequency:

Other Environmental Requirements:

POSTING DETAILS

Advertising Summary: HRDI to draft

Advertisement text:

HRDI to draft

USERS AND APPROVALS

Justification for Position: resignation of Adriana Fairow, Yessica/Adriana must submit a Notice of Separation before we will proceed to post for recruitment - TD 10/16/2024

Hiring Administrator:* Yessica De La Torre
Email address: yedelatorre@fullerton.edu

Approval process:* FL - OLD PD Approval (Staff/MPP) - Dept Head

| | |
|------------------------------------|---|
| 1. MPP Supervisor: | Yessica De La Torre ✓ Approved Oct 16, 2024 |
| 2. Department Head/Associate Dean: | Su Swarat ✓ Approved Oct 16, 2024 |
| 3. HR Classifier: | Tammy Dietzel ✓ Approved Oct 16, 2024 |
| 4. Appropriate Administrator/Dean: | Tammy Dietzel ✓ Approved Oct 16, 2024 |
| 5. Position Management: | FL-HRDI PM ✓ Approved Oct 16, 2024 |

HR/Faculty Affairs Representative:* FL-HRDI Classifier
Email address: hrrecruitment@fullerton.edu