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| --- | --- | --- | --- | --- | --- |
| Employee Name: | |  | | Fresno State ID # |  |
| Classification: | | ASC I | | Working Title: | Department Administrative Assistant |
| Prepared By (MPP/Chair): | | Dean | | Department: | Food Science and Nutrition |
| Bargaining Unit: | R07 | FLSA Status: | Non-Exempt | Date Prepared: | 10/2024 |

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| **POSITION DESCRIPTION** |

Overview:

Under general supervision, this position provides administrative and clerical support to the chair and faculty of the Food Science and Nutrition department in the Jordan College of Agricultural Sciences and Technology (Jordan College). The Department Administrative Assistant assists the department chair to ensure that the department meets all University and College requirements and deadlines accurately and promptly. This position requires considerable discretion and judgment in order to effectively coordinate and support all functions related to delivery of academic programs.

Major Duties of the job include:

* Process and maintain personnel and employee documents as defined by University policy, including, but not limited to:
  + Part-time faculty nominations
  + Faculty searches
  + Faculty peer and student evaluations
* Process and maintain departmental operating budget and Foundation accounts, including, but not limited to:
  + Departmental operating budget allocation
  + Monthly reconciliation
  + Purchase requisitions
  + Year-end financial summary reports
  + Travel arrangements/claims
  + Reimbursement requests
  + Student payroll
* Assist department chair with the preparation and submission of reports, including, but not limited to:
  + Absence Management
  + Department annual report
  + Property control
  + Faculty activity detail (FAD)
  + Office and classroom utilization
* Monitor and support faculty Retention, Tenure and Promotion (RTP) process per University and College policy.
* Assist department chair in the process for awarding student scholarships.
* Coordinate varied department related special events and projects.
* Prepare and process Schedule of Courses under the direction of department chair.
* Assist department chair to prepare catalog changes and review catalog for accuracy.
* In consultation with department chair, develop departmental policies and procedures for office activities and functions that maximize efficiency and meet needs of students and faculty; maintain written copies of policies and procedures.
* Complete a wide variety of correspondences in final form and free of technical, formatting, spelling, and grammatical errors.
* Assist department chair in communicating pertinent information to faculty, staff, students, administration, and advisory board(s).
* Assist department chair with coordination of calendars and scheduling of chair’s appointments.
* Obtain semester and summer schedules for each faculty member, including office hours and meetings:
  + Post schedules as appropriate, including department website
  + Forward schedules to Office of the Dean
* Review incoming mail and correspondence for proper routing.
* Screen calls and visitors to provide excellent customer service at the most appropriate level; service is personable and professional.
* Maintain office supply inventory and re-stock as needed.
* Show courtesy and respect to all department visitors, including students, faculty, and staff.
* Assist department safety coordinators with all activities and requirements related to safety and emergency evacuation (may serve as department safety coordinator).
* Prepare and monitor progress on service requests from other organizational units, including Plant Operations and Key Control.
* Under the direction of the department chair, participate in hiring and supervising student assistants, including scheduling, training, assignment of work, follow-up on completion of work and performance evaluation.

Secondary Duties of the job include:

* Other duties as assigned by department chair, Office of the Dean, or Office of the Provost.

Supervisory Responsibility:

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| Who Supervises this Position: | Department Chair |
| Who is Responsible for completing the Performance Appraisal: | Associate Dean or Dean |
| What other classifications does this position supervise or provide lead, work oversight: | Students Assistants (if applicable) |

Minimum Requirements: Knowledge, Skills, and Abilities:

Knowledge of:

* Possess functional knowledge of and skill in standard office procedures and practices.
* Possess thorough knowledge of English grammar, spelling, and punctuation.
* Working knowledge of budget policies and procedures.
* Experience to be fully functional in all technical aspects of work assignments.
* Thorough, detailed knowledge of applicable university infrastructure, policies, and procedures.
* Thorough knowledge of office systems and ability to use a broader range of technology, systems, and packages.

**Skill/Ability to:**

* Ability to clearly communicate orally and in writing.
* Ability to understand and operate in a variety of organizational structures.
* 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.
* Ability to perform standard business math, such as calculating ratios and percentages, tracking financial data, and making simple projections.
* Ability to draft and compose correspondence and standard reports.
* Ability to effectively handle a broader range of interpersonal contacts, including those at a higher level and those sensitive in nature.
* Ability to use and quickly learn new office support technology systems and software.
* Ability to troubleshoot most office administration problems and respond to all inquiries and requests related to campus wide programs.
* Ability to understand problems from a broader perspective and anticipate the impact of office administration problems and solutions on other organizational units.
* Ability to work effectively with faculty, staff, and students from diverse ethnic, cultural, philosophical, and socioeconomic backgrounds.

Education/Experience

* Completion of a high school program, technical/vocational program, or their equivalents
* At least 3 years of recent, related experience in an office environment.
* Experience with budget and purchasing practices, policies, and procedures.
* Proficient in the use of Word, Excel, PowerPoint, email, and the internet.

**Preferred Skills:**

* Experience with campus PeopleSoft Financials/HR/Student Administration programs modules or comparable software.
* Working knowledge of University and Foundation financial systems and policies.
* Ability to prioritize and process multiple tasks.
* Experience reconciling and maintaining financial accounts.

**SPECIAL CONDITIONS OF EMPLOYMENT AND POSITION DESIGNATIONS:**

This position will have a duty to report to the Campus Title IX Officer information pertaining to victims of sex discrimination, sexual harassment, sexual misconduct, dating/domestic violence, and stalking as required by [CSU](http://www.calstate.edu/eo/EO-1095-rev-6-23-15.html) [Executive Order 1095.](http://www.calstate.edu/eo/EO-1095-rev-6-23-15.html)

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| Employee Name: |  | Position: | ASC I |
| Department: | Food Science and Nutrition | Date Prepared: | 10/2024 |

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| **WORKING ENVIRONMENT** |

Check the appropriate box which most accurately describes the extent of the specific activity performed by the employee on a daily basis. If the activity is performed less than one (1) hour each day, check the N/A box.

**PHYSICAL EFFORT**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Number of hours/day | | | | |  |  | | Number of hours/day | | | | |
|  | N/A | 1-2 | 3-4 | 5-6 | 7+ |  |  | | N/A | 1-2 | 3-4 | 5-6 | 7+ |
| 1. Sitting |  |  |  |  |  |  | 12. Lifting or carrying | |  |  |  |  |  |
| 2. Standing |  |  |  |  |  |  | | A. 10 lbs. or less |  |  |  |  |  |
| 3. Walking |  |  |  |  |  |  | | B. 11 to 25 lbs. |  |  |  |  |  |
| 4. Bending Over |  |  |  |  |  |  | | C. 26 to 50 lbs. |  |  |  |  |  |
| 5. Crawling |  |  |  |  |  |  | | D. 51 to 75 lbs. |  |  |  |  |  |
| 6. Climbing |  |  |  |  |  |  | | E. 76 to 100 lbs. |  |  |  |  |  |
| 7. Reaching overhead |  |  |  |  |  |  | | F. Over 100 lbs. |  |  |  |  |  |
| 8. Crouching |  |  |  |  |  |  | 13. Repetitive use of hands/arms | |  |  |  |  |  |
| 9. Kneeling |  |  |  |  |  |  | 14. Repetitive use of legs | |  |  |  |  |  |
| 10. Balancing |  |  |  |  |  |  | 15. Eye/hand coordination | |  |  |  |  |  |
| 11. Pushing or pulling |  |  |  |  |  |

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|  | Yes | No |
| 16. Driving cars, trucks, forklifts and other equipment |  |  |
| 17. Being around scientific equipment and machinery |  |  |
| 18. Walking on uneven ground |  |  |

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| **MENTAL EFFORT** | | | | | | |  | **ENVIRONMENTAL FACTORS** | | | | | |
|  | Number of hours/day | | | | |  | |  | Number of hours/day | | | | |
|  | N/A | 1-2 | 3-4 | 5-6 | 7+ |  | |  | N/A | 1-2 | 3-4 | 5-6 | 7+ |
| 1. Directing Others |  |  |  |  |  |  | | 1. Inside |  |  |  |  |  |
| 2. Writing |  |  |  |  |  |  | | 2. Outside |  |  |  |  |  |
| 3. Using math/calculations |  |  |  |  |  |  | | 3. Humid |  |  |  |  |  |
| 4. Talking |  |  |  |  |  |  | | 4. Hazards |  |  |  |  |  |
| 5. Working at various tempos |  |  |  |  |  |  | | 5. High places |  |  |  |  |  |
| 6. Concentrating amid distractions |  |  |  |  |  |  | | 6. Hot |  |  |  |  |  |
| 7. Remembering names |  |  |  |  |  |  | | 7. Cold |  |  |  |  |  |
| 8. Remembering details |  |  |  |  |  |  | | 8. Dry |  |  |  |  |  |
| 9. Making decisions |  |  |  |  |  |  | | 9. Wet |  |  |  |  |  |
| 10. Working rapidly |  |  |  |  |  |  | | 10. Change of temp |  |  |  |  |  |
| 11. Examining/observing details |  |  |  |  |  |  | | 11. Dirty |  |  |  |  |  |
| 12. Discriminating colors |  |  |  |  |  |  | | 12. Dusty |  |  |  |  |  |
|  |  |  |  |  |  |  | | 13. Odors |  |  |  |  |  |
|  |  |  |  |  |  |  | | 14. Noisy |  |  |  |  |  |
|  |  |  |  |  |  |  | | 15. Working with others |  |  |  |  |  |
|  |  |  |  |  |  |  | | 16. Working around others |  |  |  |  |  |
|  |  |  |  |  |  |  | | 17. Working alone |  |  |  |  |  |