



A. Position Data

Incumbent: _____ EmplID: _____ Date: _____
 Working Title: Administrative Support Coordinator II Work Direction Given By: Department Chair
 (Lead)
 Department: Anthropology Reports To Title: College Dean
 (Appropriate Administrator)
 Division: Academic Affairs College (if applicable): Behavioral and Social Sciences
 Reason:
 Vacant Position Classification Review / In Range Progression Revision Performance Evaluation New Hire
 Is this a new position? No

Classification Title: Administrative Support Coordinator II Job Code: 1034
 Position Number: 00004346 Level/Range/Grade: 2
 FLSA Code: Exempt Non-Exempt Time Base: Check box if Intermittent
 Pay Plan: 10/12 month 11/12 month 12/12 month CBU/MOU: R07-Clerical/Administrative CSUEU

B. POSITION PURPOSE

Working independently under the general direction of the Department Chair, incumbent oversees the administrative functions and clerical operations of the Department of Anthropology, maintains and reconciles the department budget, and provides support to the department Chair, tenure track faculty, lecturers, teaching associates and lab staff.

SPECIAL REQUIREMENTS OF POSITION:

California State University, Chico, in accordance with CSU policy, requires that the successful candidate complete a background check (including a criminal records check, sexual offender registry check, and/or fingerprinting) prior to assuming this position. Failure to satisfactorily complete or pass the background check may impact the job offer or continued employment of current CSU employees who apply for posted positions identified as sensitive. This position is considered a sensitive position based on CSU guidelines. Incumbent is responsible for the safety and security of Level 1 data, sometimes also referred to as Level 1 protected data. This is confidential information that is in most cases protected by statutes, regulations, or other legal mandates.

This position as set forth in CSU Executive Order 1083, revised July 21, 2017 is not designated as a required mandated reporter under the California Child Abuse and Neglect Reporting Act.

The duties of this position will include participation in a decision that may have a material/financial benefit to the incumbent. Therefore, this is a "designated position" under the California State University's Conflict of Interest Code and the incumbent will be required to file a Form 700: Statement of Economic Interest and is subject to the regulations of the Fair Political Practices Commission. (Group/Category: Procurement Card Holder, 2) Note this designation is applicable only if Procurement Card is issued.

C. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

“NOTE: This Position Description is intended to give an overview of the essential job functions, the general supplemental functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties and responsibilities of this positions. Other functions consistent with your *Classification Standards* may be assigned as deemed necessary.”

Does this position include Work Lead Responsibilities? Yes

List Functional Category with Responsibilities:

% of Priority
 Time Weight

List Functional Category with Responsibilities:

% of
Time

Priority
Weight

40%

ACADEMIC DEPARTMENT COORDINATION AND SUPPORT:

- * Support Department Chair in drafting course schedules.
- * Compile faculty class requests, required sections, rotating sections, provide to Chair for planning.
- * Responsible for following course scheduling activities as established in the Schedule Building Timeline maintained by Academic Publications and Scheduling Services office (APSS).
- * Provide Chair updated lecturer contract and timebase status for order of assignment to be met.
- * Update in CMS/People Soft class sections for correct day/time, mode of instruction (MOI) enter faculty of record.
- * Create variable unit supervision courses for both undergrads and graduates.
- * Process a high volume of student registrations of these variable unit sections of thesis, internships, independent study and other supervision courses.
- * Run system reports for course scheduling, review for accuracy and look for potential issues. Make recommendations to Department Chair.
- * Provide data and analysis of FTES, WTU and AWTU to Department Chair as needed.
- * Generate faculty AWTU forms, route for signatures, input into People Soft by campus deadline.
- * Key in and review of faculty/lecturers/teaching associates workload time bases, AWTU, and correct sections assigned. Reconcile department workload report with APSS office for final report.
- * Generate Faculty Utilization Summary (FUS) report each semester for College office which includes calculating and reconciling faculty workload, correct lecturer time bases and rate of pay.
- * Review lecturer contracts for accuracy, report any issues to College office.
- * Update the department online directory.
- * Update and maintain of department's website.
- * Assist in planning, coordinating and implementation and advertising of various department events.
- * Disseminate department weekly events and accomplishments through social media and email listings.
- * Maintain department and Ethnography Lab calendars.
- * Create agenda and take minutes for monthly department meetings and semester retreats.
- * Represent department on College and/or University level committees, as assigned.
- * Respond with accurate, timely and appropriately prioritized assistance to all inquiries from students, staff, faculty and the general public by phone, in person, and written communications including email and web posts.
- * Department liaison for anthropology graduate and undergraduate clubs.
- * File, answer phones, restock paper, restock handouts, make appointments for Chair, greet those coming in the office, post notices for canceled classes.
- * Responsible for department email notifications and Anthropology Forum postings, process deliveries, mail distribution, equipment video/department logo materials check outs, and checking the floor poster boards.
- * Serve as a resource on department and University policies and procedures for students, faculty, staff and members of the public.
- * Provide clerical support to the Department Chair, faculty, lecturers and lab staff.
- * Participate in administrative support meetings at college and University level.
- * Monitor University and College administrative calendars and ensure compliance with various deadlines.
- * Coordinate the Student Evaluation (SFOT) process at the department level.
- * Compile and format information required for BSS awards ceremony each spring semester and the scholarship ceremony each fall semester.
- * Assist Chair with updating AAA yearly publication for department.
- * Facilitate paperwork to registrar and create completed academic certificates.
- * Assist with intake and distribution of student Candidacy exams
- * Coordinate yearly inventory, work with department technicians and directors in completion and update of any changes.
- * Monitor and maintain office department supplies. Perform other duties as assigned.

35%

BUDGET MAINTENANCE:

- * Perform daily/monthly accounting processes for numerous department accounts and department labs for both State and CSE. Department labs with individual fund sources include: Human ID lab, Valene L. Smith Museum, Archaeology/Zooarchaeology lab, and Advance Laboratory for Visual Anth (ALVA)
- * Reconcile accounts with InsightUData Warehouse (State) or One Solution (CSE) reports on a

List Functional Category with Responsibilities:

- regular basis. Prepare budget reporting for Department Chair.
- * Make all department and lab purchases for both State and CSE. Prepare department purchase requisitions or procurement card process.
- * Produce and reconcile FUS reports and coordinate dollar-based faculty personnel budget with college office.
- * Prepare Charge Authorization Forms for University service orders.
- * Prepare all department travel requests and expense claims for both State and CSE.
- * Track individual faculty professional development funds, reconcile monthly with budget reports.
- * Create budget reports reflecting actual and projected expenditures.
- * Provide support to Department Chair for annual budget planning, developing priorities, and submitting requests to the College Office.
- * Track student assistant and work study funding in various different state and CSE foundation accounts.

PERSONNEL:

- * Provide work direction and supervision for student employees which includes hiring, orientation, training, scheduling work hours, assign and supervise work, provide students with performance assessment.
- *Will provide lead work direction and supervision for Departments ASA staff. Assist Chair with performance reviews.
- * Serve as department Time Keeper. Monthly input of all department/lab employed students time-sheets into People Soft, review for accuracy and approve.
- * Serve as HR Liaison including collecting, monitoring and submitting monthly attendance documents for faculty.
- * Prepare monthly Attendance Certification form and report, review for accuracy and prepare for approving signatures.
- * Assist the departments lab staff with their various program needs. Lab staff includes Human ID, Anthropology museum, ALVA and Archaeology.
- * Provide direction to departments lecturers and teaching associates on campus policy/procedures, and access to building/rooms.
- * Complete administrative steps necessary for hiring and separating instructional student assistants (ISA) for the department office, including generating ISA contracts, SEA forms and CSE PAF forms.
- * Provide lead work and supervision to departments ASA staff. Assist with hiring, work assignments, and assist chair with input for performance reviews.
- * Assist college with HR required emails for separating lecturers and teaching associates. Collecting of keys and equipment from separated campus faculty/lectures/staff.
- * Monitor the faculty recruitment process using Page Up.
- * Monitor and reconcile the part-time lecturer pool in Page Up each spring semester.

25%	
-----	--

Total should equal 100% Time and 100 Weight Total

100%	0
------	---

D. GENERAL GUIDELINES AND EXPECTATIONS

1. Represents the University promoting a positive public image.
2. Acknowledges, respects, and values each individual.
3. Applies the highest standard of excellence to the delivery of service to our customers and community.
4. Demonstrates an open, participatory, team-oriented style; working cooperatively toward the achievement of your department's mission and goals; and demonstrating flexibility and adaptability regarding changes.
5. Keeps commitments. Notifies supervisor if a deadline cannot be met by describing what measures can be taken to correct the situations.
6. Maintains knowledge and skills at a level necessary to perform work.
7. Adheres to established work hours including starting time, and lunch and rest breaks. Provides appropriate planning and notice for all absences.
8. Is fiscally responsible with the organization's equipment, property and funds.
9. Adheres to the highest level of professionalism by demonstrating honesty, integrity and reliability. Encourages others to act in this professional manner.
10. Demonstrates the ability to effectively establish and maintain cooperative working relationships with a diverse multi-cultural environment.

E. QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires the ability to effectively establish and maintain cooperative working relationships within a diverse multicultural environment.

1. Demonstrated Knowledge, Skills and Abilities

Must have the knowledge, skills and abilities to perform the responsibilities of this position as stated in the sections for Essential Functions and Responsibilities, Work Lead Responsibilities (if applicable) and General Guidelines and Expectations.

KNOWLEDGE:

Incumbent must possess:

- * Mastery of English grammar, punctuation, and spelling.
- * Expertise in using office software packages (e.g. Microsoft Word, Excel, and Outlook), technology and systems.
- * Comprehensive and detailed knowledge of the University infrastructure, policies, and procedures.
- * Thorough knowledge of office systems, methods, procedures and practices.
- * Fluency in using standard office equipment (computers, copiers, phones).
- * Working knowledge of campus budget policies and procedures.
- * Experience with PeopleSoft and Insight report generation, or similar type.

SKILLS:

Incumbent must possess:

- * Active problem solving and effective interpersonal skills as work often involves front line contacts with a variety of campus and community individuals.
- * Demonstrated competence in understanding, interpreting, and communicating procedures, policies, information, ideas, and instructions.
- * Demonstrated competence in effectively presenting standard information in writing.
- * Typing and keyboarding skills.

ABILITIES:

Incumbent must have the ability to:

- * Interpret independently, and apply a variety of complex policies and procedures, and use judgment and discretion to act when precedents do not exist.
- * Troubleshoot most office administration problems and respond to all inquiries and requests related to work area, and explain standard policies and procedures to others.
- * Analyze operational and procedural problems and develop, recommend and evaluate proposed solutions.
- * Understand problems from a broad perspective and anticipate the impact of office administration problems and solution on other areas.
- * Perform business math, analyze budgetary data, and make accurate projections requiring some inference.
- * Effectively write and present own reports using judgment and discretion in selecting and analyzing information for inclusion.
- * Use negotiation and persuasion skills to achieve results and expedite projects.
- * Effectively handle a broad range of diverse interpersonal contacts, including those at a high level and those sensitive in nature.
- * Independently handle multiple work unit priorities and projects.
- * Understand and operate in a variety of organizational structures.
- * Clearly communicate orally and in writing.
- * Perform assigned duties.

2. Education and/or Experience

This position 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. These qualifications, and those listed above, would normally be obtained through completion of a high school program, technical/vocational program, or their

equivalents combined with four years of related office work experience.

F. PHYSICAL REQUIREMENTS

The physical requirements described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent/applicant will need to be able to perform the essential job functions (duties) of this position with or without reasonable accommodation. This position alternates between remaining in a stationary position operating a personal computer for long periods of time and frequently moving about inside the office. Must be able to travel across campus to other offices and buildings for meetings and events. Also refer to the Physical Requirements & Work Environment form regarding this position.

G. WORK ENVIRONMENT

Work is performed in a typical office environment operating standard office equipment. This position requires employee to interface with students, faculty, and the public. Also refer to the Physical Requirements & Work Environment form regarding this position.

H. PREFERENCES - This section is for recruitment purposes only

Please indicate what special skills, education or knowledge are preferred.

Replace this text with preferences. This box will expand as needed when you tab to next field.

I. ADDITIONAL RECRUITMENT INFORMATION - This section is for recruitment purposes only

Replace this text with additional recruitment information. This box will expand as needed when you tab to next field.

APPROVAL

In Order of Approval

Incumbent: _____ Date: _____

Appropriate Administrator: _____ Date: _____

Vice President (or Designee): _____ Date: _____

Classification/Compensation: _____ Date: _____