

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:* New (Create a new Position Description)
Internal Team:* ST-President's Office Admin - 10001
Job Code/Employee Classification:* Cnfdntl Admin Support 12 Mo
Job Code: 1176
Classification Title: Confidential Administrative Support II
MPP Job Code:
Position Number: No position selected.
CSU Working Title:* Presidential Operations Specialist
Salary Range/Grade: 1176-PSL II-Grade-2
 Minimum: \$ 4,464.00
 Maximum: \$ 10,689.00
 Pay Frequency:
Reports to Supervisor: Dr. Cindy Visot
Reports To:* Interim Chief of Staff to the President
Position no: ST-10017933
Campus:* Stanislaus
Division:* President's Office
College/Program:* President's Office
Department:* President's Office Admin - 10001
FLSA Status: Exempt
Hiring Type:
Workplace Type (Exclude Inst Fac): Telecommute eligible (work onsite as scheduled and/or as requested and telecommute as scheduled)
Pay Plan:
Pay Plan Months Off:

POSITION DESIGNATION

Mandated Reporter:* Not mandated
Conflict of Interest:* None
NCAA: Yes No
Is this a Sensitive Position?: Yes No
Care of People (including minors) Animals and Property: No
Authority to commit financial resources: No
Access/control over cash cards and expenditure: Yes
Access/possession of master/sub-master keys: Yes
Access to controlled or hazardous substances: No
Access/responsibility to personal info: Yes
Control over Campus business processes: No
Responsibilities requiring license or other: Yes
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 Presidential Operations Specialist provides essential administrative and secretarial support for university administrators within the President's Office. The incumbent is responsible for overseeing daily operations, organizing events, and coordinating workflows. This role serves as a primary contact for campus constituents and external parties, manages data and prepares reports, and ensures efficient office operations while supporting staff training, project coordination, and process improvements.

Minimum Qualifications:*

Education/Experience: Entry qualifications would normally be obtained through a bachelor's degree or professional training program specific to the position (e.g. Certified Public Accountant) and directly related work experience, or a combination of education and experience which demonstrates the ability to perform the essential functions of the position.

Required Qualifications:

- Experience to be fully functional in all technical aspects of work assignments.
- Comprehensive and detailed knowledge of the university infrastructure, policies, and procedures.
- Thorough mastery of English grammar, punctuation, and spelling.
- Thorough knowledge of office systems and expertise in using office software packages, technology and systems. May function as the office information technology specialist. Ability to use and quickly learn new office support technology systems and software packages is a prerequisite.
- Ability to independently handle multiple work unit priorities and projects.
- Ability to interpret and apply a wide variety of policies and procedures independently and use judgment and discretion to act when precedents or specific guidelines do not exist.
- Ability to troubleshoot most office administration problems and respond to all inquiries and requests related to work area.
- Ability to understand problems from a broader perspective and anticipate the impact of office administration problems and solutions on other areas.
- Ability to analyze operations and procedural problems and develop, recommend, and evaluate proposed solutions.
- Working knowledge of budget policies and procedures.
- Ability to perform business math, such as calculate ratios and percentages, track and analyze financial and/or budgetary data, and make accurate projections requiring some inference.
- Ability to effectively write and present own reports.
- Ability to effectively handle interpersonal interactions at all levels and handle highly sensitive interpersonal situations.
- Ability to use negotiation and persuasion skills to achieve results and expedite projects.
- A background check (which may include: fingerprinting, checks of employment records, education records, criminal records, civil records, motor vehicle records, professional licenses, and sex offender registries, as position requires) must be completed satisfactorily before any candidate can begin employment with the CSU.

Preferred Qualifications:

- Bachelor's degree in business administration, Accounting, Public Administration, or a related field.
- Minimum of 3-5 years experience in an administrative support role, including experience supporting senior or executive leadership and/or demonstrated office management and coordination skills, preferably within a higher education.
- Bilingual proficiency in English and Spanish is preferred for effective communication with a diverse range of campus constituents and external partners.
- Demonstrated experience in event planning and coordination for groups or programs of varying sizes.
- Proven experience using financial management systems (e.g., Concur, PeopleSoft, or similar systems).
- Demonstrated experience preparing reports, managing program data, and tracking expenditures.

Special Conditions:

- Ability to work a flexible schedule (evenings/weekends as needed).
- Occasionally travel between sites or off-campus locations.

License / Certification:

- Valid California Driver's License

Supervises Employees:*

Yes No

If position supervises other employees; list position titles:

Student Assistants (1-2)

Job Duties

JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal
35	<p>Administrative Support and Office Coordination:</p> <ul style="list-style-type: none">• Perform administrative duties in support of work unit operations and coordinate work activities.• Set up and maintain office procedures related to a specific academic program or administrative office.• Develop documents involving the use of software features such as charts, tables, and graphics.• Provide lead work direction and coordinate unit workflow.• Perform administrative duties and/or project work and coordination related to programs, policies, and procedures.• Organize and arrange special events, and related activities.• Provide guidance and work direction to other office support staff as needed.• Assist with interviewing, hiring, and performance reviews, making recommendations as appropriate.• Train and mentor new employees, promoting a collaborative work environment.	Essential
25	<p>Communication and Interaction with Others:</p> <ul style="list-style-type: none">• Interact with a variety of campus and community constituents.• Work with students, faculty, and staff to assist them or resolve problems.• Network to build campus relationships to expedite work and projects.• Coordinate work and projects.• Serve as a primary contact and/or resource to outside parties, such as vendors or governmental agencies, and/or to top-level administrators.	Essential
20	<p>Information Gathering and Analysis:</p> <ul style="list-style-type: none">• Maintain, gather, and analyze data and information for various purposes.• Track, monitor, coordinate, and/or compile department activities, programs, or events, as well as manage financial tasks such as inputting contract information, processing payment requests, handling catering expenses, and overseeing budget-related transactions.• Compile and prepare various reports.• Use and maintain office support technology and systems such as word processing, desktop publishing, spreadsheets, and databases to produce results.	Essential
15	<p>Office Support:</p> <ul style="list-style-type: none">• Perform standard clerical and secretarial work.• Process standard and electronic mail.• Prepare and compose correspondence, reports, and other documents.• Create and maintain standard and electronic records and files and recordkeeping systems.• Arrange meetings and events.• Make travel and other arrangements.• Order and maintain supplies.• Troubleshoot office technology problems and systems.• Perform other general office support and maintenance activities.	Essential
5	<ul style="list-style-type: none">• Other duties as assigned.	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
Climbing:	Never
Concentrating:	Constantly
Crawling:	Never
Decision Making:	Constantly
Keyboarding and Mousing:	Constantly
Lifting or Carrying up to 10 lbs.:	Occasionally
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:	Frequently
Pushing or Pulling:	Occasionally
Reaching Overhead:	Occasionally
Repetitive Motion of Upper Extremities:	Frequently
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
Excessive Noise:	Occasionally
Hazards:	Never
Outdoor:	Occasionally
Elevated Work:	Never
Extreme Temperature (hot or cold):	Occasionally
Indoor (Typical office environment):	Constantly

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: TBD
Advertisement text:

TBD

USERS AND APPROVALS

Justification for Position:

Hiring Administrator:* Cindy Visot
[Email address: cvisot@csustan.edu](mailto:cvisot@csustan.edu)

Approval process:* ST- Staff/MPP

- | | |
|------------------------------|---|
| 1. Supervisor: | Cindy Visot ✓ Approved Oct 11, 2024 |
| 2. Classification: | Class/Comp Services ✓ Approved Oct 11, 2024 |
| 3. Next Level MPP/Dept Head: | Neisha Rhodes ✓ Approved Oct 11, 2024 |

HR/Faculty Affairs Representative:* Class/Comp Services
[Email address: Class_Comp@csustan.edu](mailto:Class_Comp@csustan.edu)