



POSITION DESCRIPTION

Table with 2 columns: Field (Department, Classification Title, Working Title, FLSA Status, Incumbent) and Value (Architectural Engineering, Administrative Support Coordinator I, Administrative Support Coordinator I, [X] Non-Exempt [ ] Exempt, blank).

Position Summary

The Architectural Engineering Department (ARCE) is one of five academic departments in the College of Architecture and Environmental Design (CAED). The ARCE Department offers an ABET-accredited Bachelor of Science major, a minor, and a Master of Science in Architectural Engineering.

This position has significant autonomy and operates under the general direction of the Architectural Engineering Department Head and in close collaboration with the ASC II. This position is fully responsible for the course scheduling responsibilities for the entire department.

Duties and Responsibilities

Table with 3 columns: Essential Job Functions, Daily, 90%. Contains 11 numbered list items describing duties like greeting visitors, course scheduling, and administrative support.

Table with 3 columns: Related Job Functions, As Needed, 10%. Contains 2 numbered list items describing other job-related duties and knowledge maintenance.

Required Education, Experience, and Credentials

Education and Experience:

- High school diploma or its equivalent. Type 45 wpm. Four years of general office support or technical experience. (Training at a vocational school or full-time college education may be substituted for two years of the required experience on the basis of one year of college education for 6 months of experience)

Licenses, Certificates, Credentials:

- N/A

Required Skills, Knowledge, and Abilities

- 12 numbered list items detailing skills such as technical aspects of work, knowledge of university infrastructure, ability to handle multiple priorities, customer service skills, problem solving, office methods, independent judgment, arithmetic functions, understanding of procedures, tact and diplomacy, communication, and English grammar.

13. Demonstrated ability to maintain a high degree of confidentiality.
14. Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.
15. Excellent computer skills and proficiency with a variety of computer applications including word-processing, spreadsheets, databases, on-line systems, Internet as well as online calendaring and email. Ability to learn new systems and software.

**Preferred Skills and Experience**

- Demonstrated skills in an institutional/educational environment utilizing a customer-oriented and service-centered attitude.
- Experience with student academic support and course scheduling.
- Working knowledge of MS Office Suite.

**Special Conditions**

- Must be able to safely move and set up tables, chairs, and various event supplies up to 25lbs.
- Must be willing to travel and attend training programs off-site for occasional professional development.
- Must be able to work overtime, occasional holidays, and adjust working hours to meet special jobs. May be called back periodically to perform work as needed on an emergency basis.
- 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.
- Must be able to successfully pass a pre-employment background/fingerprint check.
- This position classification has been defined as non-exempt and is subject to overtime provisions of the Fair Labor Standards Act (FLSA).

**INCUMBENT:** I have read this position description and understand its contents.

INCUMBENT NAME	SIGNATURE	DATE
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**SUPERVISOR:** I certify that all statements on this form are complete and accurate.

IMMEDIATE SUPERVISOR NAME AND TITLE	SIGNATURE	DATE
<b>Brent Nuttall, Department Head</b>		

**DEAN:** I certify that all statements on this form are complete and accurate.

DEAN NAME AND TITLE	SIGNATURE	DATE
<b>Kevin Dong, Interim Dean</b>		

**HUMAN RESOURCES USE ONLY**

Employee ID#: _____	REQUEST FOR:	CLASSIFICATION INFORMATION
Position Number: _____	<input type="checkbox"/> Update Review for File	Classification Title: ASC I
FTE: _____	<input type="checkbox"/> Classification Review	Class Code/Range: 1035 / 1
<input type="checkbox"/> Permanent	<input type="checkbox"/> New Position Recruitment	CBID: R07
<input type="checkbox"/> Temporary	<input type="checkbox"/> Replacement Recruitment	MPP Job Code: N/A
<input type="checkbox"/> COI Position		Classifier Initials: SJ
Recruitment Number: _____		Date: 11/04/24