Position Description 20223105 Amanda Elise Gremling

Online Programs, College Curricular Initiatives & Funded Projects Coordinator (ASC I)	PD No.:PD-3153

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-Revision
Internal Team:*	FL-Dean ECS - 10075
Job Code/Employee Classification:*	Admin Support Coord 12 Mo
	Job Code: **1035**
Classification Title:	Admin Support Coordinator I
MPP Job Code:	
Position Number:	Admin Support Coord 12 Mo
	Position no: FL-00029910
CSU Working Title:*	Online Programs, College Curricular Initiatives & Funded Projects Coordinator (ASC I)
Salary Range/Grade:	1035-COORDINATOR I-Grade-1
	Minimum: $ 3,064.00
	Maximum: $ 5,148.00
	Pay Frequency:
Reports to Supervisor:	Sang June Oh
Reports To:*	Associate Dean, ECS
Campus:*	Fullerton
Division:*	VP, Academic Affairs
College/Program:*	College of Eng & Comp Sci
Department:*	Dean ECS - 10075
FLSA Status:	Non-Exempt
Hiring Type:	Temporary
Pay Plan:	12 Months
Pay Plan Months Off:	

SENSITIVE POSITION

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:	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

Job Summary/Basic Function:*

Join our team and shape the future of education at Cal State Fullerton. California State University, Fullerton is searching for an Administrative Support Coordinator I with a positive attitude and an active, energetic mind that is characterized by highly ethical practices and a commitment to diversity, openness, flexibility, integrity, and kindness.

Administrative Support Coordinator will provide administrative and professional support for the College of Engineering and Computer Science (ECS) online degree programs and related curricular activities, degree programs and curricular initiatives administered by the ECS Dean's office, and post-award support for all funded grants and projects. Work will include assisting the Program Coordinators with semester course schedule building, compilation of student recruitment plan, email communications to cohorts to assist with registration and course options, preparation of study plans and grad checks, and other student interactions, by phone, email, and in person. Will assist with travel and purchasing as needed. These programs are a part of larger departments, and coordination with department personnel will be ongoing.

Administrative Support Coordinator will also provide post-award support for all funded grants and projects which will include all external grants, intramural grants, and projects sponsored by industry, foundation, or individuals. Work will include assisting faculty with budget management, purchasing, and student worker hiring and timekeeping, and grant reporting requirements. This person serves as liaison between the ECS Dean's office and the University campus at large (e.g., Academic Programs, Scheduling, Finance, HRDI, UEE, Philanthropic Foundation, Auxiliary Services Corporation, etc.).

Works independently on majority of assigned tasks to resolve daily problems using judgment and sound solutions while being mindful of campus and ECS policies and procedures. Performs work on projects with varied complexity. Engages in a broad range of interpersonal contacts. Performs other tasks as assigned by the Dean's office, as needed.

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:

Self-starter with front-line customer service experience and a strong customer service orientation. Clerical and administrative support experience in an academic environment at a university level. Demonstrated excellent written and oral communications skills to ensure effective communication with a wide audience (e.g., students, academic administrators, faculty, sponsoring agency representatives, and the general public). Knowledge and experience using CMS/PeopleSoft or databases. Knowledgeable about grant management (federal, state, and private foundation). Detail oriented. Ability to be proactive about deadlines.

Special Conditions:

Occasional evening and weekend hours may be required. Cal State Fullerton is an Equal Opportunity/Title IX/503/504/VEVRA/ADA Employer.

License / Certification:

A valid driver's license and/or personal means of transportation is required in order to run off-campus errands.

Mandated Reporter:*

Not mandated

NCAA:

○ Yes   ● No

Conflict of Interest:*

None

Supervises Employees:*

○ Yes   ● No

If position supervises other employees; list position titles:

Job Duties

JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal
40%	Support to Online Degree Programs and Curricular responsibility: Performs a full range of general office tasks. Receives, screens, and routes visitors and telephone calls. Provides information to students, faculty, and the general community regarding the online programs, departments, college, and the university. Organize student files. Assists Program Coordinators with semester course schedule building. Assists Program Coordinators with compilation of student recruitment plan. Assists Program Coordinators with communications, primarily email, with student cohorts. Guides students through the registration process, helping them to keep on track with their cohort. Schedules departmental academic advising appointments, assists Program Coordinators with study plan preparation and the grad check process. Collects and processes survey forms for quality control purposes. Keeps campus catalog and program brochures accurate and up-to-date. Prepares draft for standard reports (i.e., Annual Report and Program Performance Report) and composes correspondence for internal and external communications. Sets up, organizes, and maintains records for all the activities within the departments including annual calendar of events, advertising calendar, comprehensive exam schedule, as well as various committee and board meetings. Collaborates with home departments where the online programs and curricular activities are housed.	Essential
25%	Support to degree programs and curricular initiatives administered by the ECS Dean's office: Performs a full range of general office tasks. Receives, screens, and routes visitors and telephone calls. Provides information to students, faculty, and the general community regarding the programs, college, and the university. Organize student files. Assists Program Coordinators with semester course schedule building. Assists Program Coordinators with compilation of student recruitment plan. Assists Program Coordinator with communications, primarily email, with student cohorts.Guides students through the registration process, helping them to keep on track with their cohort. Schedules academic advising appointments, assists Program Coordinators with study plan preparation and the grad check process. Collects and processes survey forms for quality control purposes. Keeps campus catalog and program brochures accurate and up-to-date. Prepares draft for standard reports (i.e., Annual Report and Program Performance Report) and composes correspondence for internal and external communications. Sets up, organizes, and maintains records for all the activities within the departments including annual calendar of events, advertising calendar, comprehensive exam schedule, as well as various committee and board meetings. Collaborates with home units where the degree programs and curricular initiatives are housed.	Essential
25%	Support to Faculty for Post-Award Grants: Assists faculty with forms and procedures required for sponsored projects. Completes paperwork, using university software (CMS for example), for hiring student workers and other temporary staff. Processes timesheets and attendance forms for employees in a timely manner. Monitors expiration dates and major changes in budget as well as reporting deadlines for each grant. Assists Principal Investigator (PI) with budget modifications and proceeds with official sponsor approval to implement changes. Works with PI and grant administrator to avoid liability for cost overruns, disallowances, or other issues with their accounts. Monitors grant balances, conducts ongoing reconciliation of grant accounts, and assists in resolving discrepancies. Initiates payment for research studies (e.g., check requests, purchase orders, travel authorizations/expense claims, student scholarships, consultant payments, faculty release/overload, etc.). Establish standard procedures for obtaining supplies and equipment for the research team to ensure that supply needs are anticipated and accommodated within the constraints of grant budgets. Develops collegial relationships with all of the entities that award, administer grants and projects, and oversee these financial arrangements.	Essential
10%	Other Duties as Assigned: Assists other ECS departments and programs with full range of other main office duties as needed (during absences, illnesses, vacations, or times of high demand). Performs other tasks as assigned by the Dean's office, as needed.	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:	
Concentrating:	Frequently
Crawling:	
Decision Making:	
Keyboarding and Mousing:	Frequently
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.:	
Performing Calculations:	Occasionally
Pushing or Pulling:	Occasionally
Reaching Overhead:	Occasionally
Repetitive Motion of Upper Extremeties:	Frequently
Sitting:	Frequently - Essential
Standing:	Occasionally
Stooping Kneeling or Squatting:	Occasionally
Walking:	Frequently - Essential

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:

Outdoor: Occasionally

Elevated Work:

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:

Advertisement text:

HRDI only.

USERS AND APPROVALS

Justification for Position: Replacing Camille Johnson.

                                                   242-180

Hiring Administrator:*   Sang June Oh

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

1. MPP Supervisor:	Sang June Oh ✔ Approved Dec 8, 2021
2. Department Head/Associate Dean:	Sang June Oh ✔ Approved Dec 8, 2021
3. HR Classifier:	Christine Schloffer ✔ Approved Dec 8, 2021
4. Appropriate Administrator/Dean:	Susamma Barua ✔ Approved Dec 8, 2021
5. Position Management:	FL-HRDI PM ✔ Approved Dec 9, 2021

HR/Faculty Affairs Representative:*   FL-HRDI Classifier