



POSITION DESCRIPTION

Department:	Materials Engineering
Classification Title:	Administrative Support Coordinator I (.75 FTE)
Working Title:	Materials Engineering Department Coordinator
FLSA Status:	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt
Incumbent:	

Position Summary

This position supports the Materials Engineering Department within the College of Engineering at Cal Poly, San Luis Obispo. Offering a Bachelor of Science in Materials Engineering the Materials Engineering Department is student-centered following a Learn-by-Doing approach to instruction. Faculty and staff provide a positive learning environment where students learn engineering fundamentals, gain experience with materials characterization, and develop teamwork and professional skills. The department is comprised of six tenure line faculty, including the department chair, approximately four to five full to part-time temporary faculty, a 75% Instructional Support Technician, and this position, the Materials Engineering Department Coordinator. Together they support approximately 212 Materials Engineering majors.

Under general supervision from the Department Chair, this 75%-time position is responsible for the administrative support functions of the department. The Materials Engineering Department Coordinator acts as the first point of contact for department visitors, faculty, and students, providing a welcoming and friendly environment. The incumbent is responsible for faculty personnel actions, budget, procurement, travel, department events, class scheduling support, reception, student timekeeping, faculty recruitment support, and assisting the department chair and faculty with a range of administrative functions.

Administrative support staff within the College of Engineering primarily support their individual home department, while working as part of a broader team of administrative staff and in collaboration with their peers in other departments and the dean's office. The administrative team shares ideas and innovations regarding administrative functions, coordinates and implements uniform processes and procedures, and supports each other to ensure the college's success. The Department Chair holds a full-time 12-month position and serves a three-year renewable term. The individual filling this position provides continuity of administrative operations with respect to department, college, and university policies during the chair transition.

Duties and Responsibilities

The following examples illustrate typical work activities and are not meant to be all inclusive or restrictive:

Essential Job Functions

Daily

90%

1. Act as first point of contact in the department office for visiting guests, students, staff, and faculty. Provide friendly supportive assistance and create a welcoming atmosphere.
2. Hire and supervise department office student assistants, including defining work tasks, advertising positions, scheduling, assigning work, and performance evaluations.

3. Act as student timekeeper for the department. Oversee student assistant and Instructional Student Assistant hiring and monthly timesheet approvals, including lab assistants and graders. Develop and maintain department forms and processes as needed.
4. Advise department chair and faculty on campus processes and procedures.
5. Coordinate with CENG Dean's Office Financial staff on procurement, finance, and budget matters. Monitor and track department O&E spending, Pro-Card, UCP funds, and other department endowments or miscellaneous accounts.
6. Create and provide various reports as needed. Create, process, and submit various forms.
7. Coordinate department procurement and purchasing needs. Enter purchase requisitions per campus procedures. Utilize campus p-card and pro-card for purchases per campus policies and reconcile monthly.
8. Provide administrative support for campus travel processes including delegate access in campus travel application (Concur) for faculty. Support department related student travel including any necessary safety or pre-travel authorization forms.
9. Support department meetings, distribute materials, assist with agenda creation, take and record minutes, and coordinate reminders for follow-up items. Manage the Department Chair's calendar. Manage department room calendars and assist with room reservations as needed.
10. Assist the ABET Department Coordinator in the process of collecting and organizing ABET materials and aid in on-campus accreditors' visit (once every six years).
11. As needed, coordinate information for updates to the department website and information for newsletters in collaboration with the CENG Mar/Com team.
12. Plan, coordinate, and facilitate all department events.
13. As needed coordinate with CENG Dean's Office personnel staff regarding faculty sabbatical and difference-in-pay leaves to ensure timelines and procedures are followed. Coordinate lecturer and teaching assistant hiring process. Provide administrative support for faculty recruitment at the department level by entering requisitions, supporting search committees with administrative processes, coordinating candidate visits including travel, and closing out requisitions including disposition of candidates and collection of recruitment materials for audit.
14. Track FAD reports against department WTU reporting for full- and part-time faculty. Provide assigned time information to the Dean's Office.
15. Assign, process, reconcile independent study permission numbers and paperwork.
16. Assist student clubs and other department student groups with office or administrative needs.
17. In coordination with the department chair and faculty scheduler, coordinate class scheduling information. Provide administrative support including data collection, data entry, scheduling assistance, and act as departmental liaison with the University Scheduling team.
18. Coordinate space and facility matters for the department including arranging and coordinating faculty phone lines, issuing key cards, submitting IT service requests, and submitting and coordinating facilities requests.

Related Job Functions

As Needed

10%

1. Provide backup coverage for CENG Departments, Dean's Office and college programs for tasks and administrative duties that are similar to those listed under essential job functions.
2. Perform other job-related duties and special projects as assigned.
3. Maintain currency in the knowledge and skills necessary to facilitate industry-leading solutions.
4. As needed, in coordination with CENG Dean's Office Personnel staff, provide support to department chair on timekeeping processes, such as AMSS and MPC.

Required Education, Experience, and Credentials

Education and Experience:

- High School Diploma or 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 based on one year of college education for 6 months of experience.

Licenses, Certificates, Credentials:

- N/A

Required Skills, Knowledge, and Abilities

1. Demonstrated customer service experience requiring a very high level of diplomacy and professionalism.
2. Working knowledge of budget policies and procedures.
3. Ability to perform standard business math, such as calculate ratios and percentages, track financial data, and make simple projections.
4. Ability to draft and compose correspondence and standard reports.
5. Ability to use tact and diplomacy to effectively handle a broad range of high level and sensitive interpersonal situations with diverse personalities, and to respond appropriately to conflicts and problems.
6. Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in and outside the University with the ability to establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds.
7. Excellent communication skills and ability to effectively communicate information in a clear and understandable manner, both verbally and in writing.
8. Thorough knowledge of English grammar, spelling and punctuation.
9. Ability to interpret, communicate and apply policies and procedures.
10. Demonstrated ability to maintain a high degree of confidentiality.
11. Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.
12. 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.
13. Working knowledge of or ability to quickly learn University infrastructure, policies and procedures.

Preferred Skills and Experience

- Demonstrated skills in an institutional/educational environment utilizing a customer-oriented and service-centered attitude.
- Knowledge of campus applications, systems, processes, and procedures.

Special Conditions

- 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.

