

Administrative Support Coordinator II

PD No.:PD-7552

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:* FL-IT-Administration - 10008

Job Code/Employee Classification:* Admin Support Coord 12 Mo
Job Code: 1035

Classification Title: Admin Support Coord 12 Mo

MPP Job Code:

Position Number: Admin Support Coord 12 Mo
Position no: FL-10017703

CSU Working Title:* Administrative Support Coordinator II

Salary Range/Grade: 1035-COORDINATOR II-Grade-2
Minimum: \$ 3,865.00
Maximum: \$ 6,336.00
Pay Frequency:

Reports to Supervisor: Tiffany Zanias

Reports To:* HR and Spec Projects Manager
Position no: FL-10010152

Campus:* Fullerton

Division:* IT - Information Technology

College/Program:* IT-Administration

Department:* IT-Administration - 10008

FLSA Status: Non-Exempt

Hiring Type: Temporary

Workplace Type (Exclude Inst Fac):

Pay Plan: 12 Months

Pay Plan Months Off:

POSITION DESIGNATION

Mandated Reporter:* General - The person holding this position is considered a general 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, revised July 21, 2017.

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:	No
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:	No
Responsibility for use of commercial equipment:	No
Is this a Campus Security Authority (CSA):	<input type="radio"/> Yes <input checked="" type="radio"/> 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 Administrative Support Coordinator works independently under general direction to provide administrative support and assists with project coordination. Incumbent will perform day-to-day administrative operations to support the administrative leadership, including but not limited to scheduling and tracking of tasks.

Work is often project oriented involving the full scope of activities and accountability from planning, initiation, execution, and coordination to implementation and evaluation.

The incumbent is responsible for maintaining, record keeping, and reconciliation of data for the administrative leadership, such as creating and reconciling travel arrangements, maintaining timekeeping and payroll records, and creating/maintaining documentation and procedures. Other duties as assigned.

Minimum Qualifications:*

High School diploma or the equivalent and five years of progressively responsible experience in general office, clerical or secretarial work or the equivalent. Comprehensive and detailed knowledge of applicable university infrastructure, policies, and procedures. Thorough mastery of English grammar, punctuation, and spelling. Expertise in using office software packages, technology, and systems. Ability to independently handle multiple work unit priorities and projects. Ability to independently interpret and apply policies and procedures and use judgment and discretion to act when precedents 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 broad perspective and anticipate the impact of office administration problems and solutions on other areas. Ability to analyze operational and procedural problems and develop, recommend, and evaluate proposed solutions. Ability to perform business math, analyze 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 including highly sensitive interpersonal situations. Ability to use negotiation and persuasion skills to achieve results and expedite projects.

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:****Special Conditions:****License / Certification:****Supervises Employees:***

Yes No

If position supervises other employees; list position titles:

Job Duties

JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal
50%	Administrative Support: - Independently perform day-to-day administrative operations to support the administrative leadership, including but not limited to scheduling, tracking of tasks, ordering/maintaining office supplies, maintaining an organized and tidy reception area/conference rooms/executive offices/storage. - Provide excellent customer service for the administrative office including but not limited to answering phones, receiving guests, and email correspondence. - Maintain calendars, schedules, and prioritize meetings. - Create, review, edit administrative office and management correspondence, minutes, presentations. - Responsible for coordinating department events and meetings, such as venue setup, catering, correspondence with visitors/guests. - Create, maintain, and update documentation, including but not limited to office documentation and procedures. Evaluate and make recommendations related to operational and procedural matters. - Coordinating, creating, maintaining, reporting and reconciliation of data for the administrative office, including but not limited to travel arrangements, expense reports, general employee data, timekeeping, and payroll records. - Effectively handle interpersonal interactions and handle highly sensitive interpersonal situations.	Essential
35%	Project Coordination and Communication: - Work is often project oriented involving the full scope of activities and accountability from planning, initiation, execution, and coordination to implementation and evaluation. - Coordinate all clerical and administrative support functions related to projects such as creating, reviewing, and maintaining project documentation, reporting, and communication.	Essential
15%	Other Duties as Assigned	Essential

SELECTION CRITERIA

i 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 - Essential
Climbing:	Occasionally - Essential
Concentrating:	Frequently - Essential
Crawling:	Occasionally - Essential
Decision Making:	Occasionally - Essential
Keyboarding and Mousing:	Constantly - Essential
Lifting or Carrying up to 10 lbs.:	Occasionally - Essential
Lifting or Carrying up to 25 lbs.:	Occasionally - Essential
Lifting or Carrying up to 50 lbs.:	Occasionally - Essential
Lifting or Carrying over 50 lbs.:	Occasionally
Performing Calculations:	Occasionally - Essential
Pushing or Pulling:	Occasionally - Essential
Reaching Overhead:	Occasionally - Essential
Repetitive Motion of Upper Extremities:	Frequently - Essential
Sitting:	Constantly - Essential
Standing:	Occasionally - Essential
Stooping Kneeling or Squatting:	Occasionally - Essential
Walking:	Occasionally - 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 - Essential
Hazards:	Occasionally
Outdoor:	Occasionally
Elevated Work:	Occasionally
Extreme Temperature (hot or cold):	Occasionally - Essential
Indoor (Typical office environment):	Occasionally - Essential

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: It is an exciting time to join Cal State Fullerton as we are an in demand comprehensive University that is driven to shape the future of education and foster a vibrant community of diverse students, faculty, staff and administrators who uphold values of inclusive excellence, free speech, and an environment free from discrimination. We are continuously seeking individuals from a variety of career disciplines that share in the University's mission and core values. We warmly welcome you to consider joining the Titan Community where minds expand and opportunities flourish.

Advertisement text:

HRDI

USERS AND APPROVALS

Justification for Position: Administrative support for IT

Hiring Administrator:* Denise Chow
Email address: dchow@fullerton.edu

Approval process:* FL - PD Approval (Staff/MPP) - No Dept. Head

1. MPP Supervisor/Associate Dean:	Tiffany Zanias Approved May 24, 2024
2. HR Classifier:	Chris Schloffer Approved May 28, 2024
3. Appropriate Administrator/Dean:	Robin Crew Approved May 30, 2024
4. Position Management:	FL-HRDI PM Approved May 30, 2024

HR/Faculty Affairs Representative:* FL-HRDI Classifier
Email address: hrrecruitment@fullerton.edu