

**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-Psychology - 10193  
**Job Code/Employee Classification:\*** Admin Support Assistant 12 Mo  
Job Code: 1032  
**Classification Title:** Admin Support Assistant 12 Mo  
**MPP Job Code:** N/A  
**Position Number:** Admin Support Assistant 12 Mo  
Position no: FL-10007013  
**CSU Working Title:\*** Psychology Department Support Assistant (Administrative Support Assistant II)  
**Salary Range/Grade:** 1032-ASSISTANT II-Grade-2  
Minimum: \$ 3,680.00  
Maximum: \$ 5,417.00  
Pay Frequency:  
**Reports to Supervisor:** Gennie Hardy  
**Reports To:\*** HSS Admin Resources Manager  
Position no: FL-10008629  
**Campus:\*** Fullerton  
**Division:\*** VP, Academic Affairs  
**College/Program:\*** College of Humanities & SS  
**Department:\*** Psychology - 10193  
**FLSA Status:** Non-Exempt  
**Hiring Type:** Probationary  
**Workplace Type (Exclude Inst Fac):**  
**Pay Plan:** 12 Months  
**Pay Plan Months Off:** N/A

**POSITION DESIGNATION**

**Mandated Reporter:\*** Limited - The person holding this position is considered a limited 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:** No  
**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):**  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 College of Humanities and Social Sciences is committed to educating students to be culturally, globally, socially, historically and environmentally astute, civically responsible alumni able to navigate an increasingly complex and interconnected world. We are seeking an exceptional individual who is organized, detail-oriented, and possesses excellent communication skills to join our team as an Administrative Support Assistant II for the Department of Psychology.

The ideal candidate in this role should have 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.

The Administrative Support Assistant II provides administrative clerical support for the Department of Psychology. The Administrative Assistant II maintains and updates the Department's website. Maintains the department's social media accounts, including Facebook, Instagram, and LinkedIn. Answers inquiries or redirects them to appropriate personnel. Screens and directs telephone calls for the department. Maintain and update the department's room calendar. Assists with the department's event schedule, logistics, hospitality services and execution of events for the department. Completes administrative tasks for High Impact Practices and Service Learning (HIPS; i.e., PSYC 495 internship) within the department. Other duties as assigned.

**Minimum Qualifications:\***

High School diploma or the equivalent and three years of experience in general office, clerical or secretarial work or the equivalent. General working knowledge of applicable university infrastructure, policies, and procedures. Thorough knowledge of office methods, procedures, practices, and equipment. Thorough knowledge of English grammar, punctuation, and spelling with demonstrated competence in effectively presenting standard information in writing. Ability to learn, interpret independently, apply, and identify deviations from a variety of complex policies and procedures. Ability to apply independent judgment, discretion, and initiative to address problems and develop practical, thorough and, at times, creative solutions. Ability to perform arithmetic functions of a transactional nature, including tracking and comparing data. Ability to work on the front line, with a variety of campus and community individuals requiring active problem solving and effective interpersonal skills. Demonstrated competence in understanding, interpreting, and communicating procedures, policies, information, ideas, and instructions. Basic typing and keyboarding skills.

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:**

Experience working in an academic administrative office. Experience working in customer service environment.

**Special Conditions:**

**License / Certification:**

Valid CA Driver License Required

**Supervises Employees:\***

Yes  No

**If position supervises other employees; list position titles:**

## Job Duties

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### JOB DUTIES

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<b>% of time</b>	<b>Duties / Responsibilities</b>	<b>Essential / Marginal</b>
30%	<b>Administrative Clerical Support and Faculty Support</b> Maintain and update the department's room calendar. Answers inquiries or redirects them to appropriate personnel. Screens and directs telephone calls for the department. Maintains the department's bulletin boards and lobby television on the 6th floor. Assist with specialty course permits (e.g., PSYC 494, 495). Maintain and update student handbook and faculty research interests document. Monitor departmental email accounts and respond/triage as appropriate.	Essential
30%	<b>Department Website and Social Media</b> Maintain and update the department's website, including advising and internship pages. Ensure hyperlinks are active, passwords are current, and website is in compliance with University website standards and policies. Maintain and update the department's social media accounts (e.g., Facebook, Instagram, and LinkedIn). Create and distribute flyers and mass emails.	Essential
25%	<b>High Impact Practices and Service Learning (HIPS)</b> For HIPS (i.e., PSYC 495) within the department. Assist with administrative tasks related to the internship course and other HIPS in the department including updating documents and answering inquiries from students, assisting the internship coordinator, and liaising with CICE.	Essential
10%	<b>Department Event Scheduling</b> Under direction, assist with the department's event schedule, logistics, hospitality services and execution of events. Submit requests to on-campus Digital Print Services for printing. Maintain and update the calendar for the department. Assists with meetings, symposia, commencement, and other special events (i.e., Honors & Awards Banquet, Psychology Day).	Essential
5	<b>Other Duties as Assigned</b>	Essential

## SELECTION CRITERIA

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 There are no items to show

### Physical Mental and Environmental Demands

**\*\* Physical Mental and Environmental Requirements Must be Completed for all Positions \*\***

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Please indicate the frequency (Constantly; Frequently; Occasionally; or Never) and whether or not the requirement is essential.

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#### Physical and Mental Requirements

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<b>Bending:</b>	Occasionally
<b>Climbing:</b>	Occasionally
<b>Concentrating:</b>	Frequently
<b>Crawling:</b>	Occasionally
<b>Decision Making:</b>	Occasionally
<b>Keyboarding and Mousing:</b>	Constantly
<b>Lifting or Carrying up to 10 lbs.:</b>	Occasionally
<b>Lifting or Carrying up to 25 lbs.:</b>	Occasionally
<b>Lifting or Carrying up to 50 lbs.:</b>	Occasionally
<b>Lifting or Carrying over 50 lbs.:</b>	Never
<b>Performing Calculations:</b>	Occasionally
<b>Pushing or Pulling:</b>	Occasionally
<b>Reaching Overhead:</b>	Occasionally
<b>Repetitive Motion of Upper Extremities:</b>	Constantly
<b>Sitting:</b>	Constantly
<b>Standing:</b>	Occasionally
<b>Stooping Kneeling or Squatting:</b>	Occasionally
<b>Walking:</b>	Occasionally

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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:

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#### Environmental Requirements

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<b>Drive motorized equipment:</b>	Occasionally - Essential
<b>Excessive Noise:</b>	Never
<b>Hazards:</b>	Never
<b>Outdoor:</b>	Occasionally
<b>Elevated Work:</b>	Never
<b>Extreme Temperature (hot or cold):</b>	Never
<b>Indoor (Typical office environment):</b>	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:

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**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:**

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### POSTING DETAILS

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**Advertising Summary:**

The College of Humanities and Social Sciences is committed to educating students to be culturally, globally, socially, historically and environmentally astute, civically responsible alumni able to navigate an increasingly complex and interconnected world. We are seeking an exceptional individual who is organized, detail-oriented, and possesses excellent communication skills to join our team as an Administrative Support Assistant II for the Department of Psychology.

Advertisement text:

HRDI

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### USERS AND APPROVALS

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**Justification for Position:**

New position approved for additional admin support for the Psychology department.

**Hiring Administrator:\***

Gennie Hardy

**Email address: ghardy@fullerton.edu**

**Approval process:\***

FL - PD Approval (Staff/MPP) - Dept Head

1. MPP Supervisor:	Gennie Hardy	✓	Approved Oct 30, 2024
2. Department Head/Associate Dean:	Laura Watson	✓	Approved Oct 30, 2024
3. HR Classifier:	Tammy Dietzel	✓	Approved Oct 30, 2024
4. Appropriate Administrator/Dean:	Jessica Stern	✓	Approved Oct 30, 2024

**HR/Faculty Affairs Representative:\***

FL-HRDI Classifier

**Email address: hrrecruitment@fullerton.edu**