



POSITION DESCRIPTION

Department:	PLSC & WVIT
Classification Title:	Administrative Support Coordinator I
Working Title:	Administrative Support Coordinator
FLSA Status:	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt
Incumbent:	

Position Summary

The Plant Sciences (PLSC) Department is a major academic unit within the College of Agriculture, Food and Environmental Sciences (CAFES). The department is comprised of a department head, full-time faculty and part-time lecturers, support staff, 275 undergraduate majors, and a varying number of student-assistants. The facilities associated with PLSC include the Department’s Crops Unit, with 70 acres of evergreen and deciduous fruit trees and berry production, 35 acres of forage crop and annual row crop production, of which 11 acres are certified organic, and 10,000 sq. feet of greenhouse space; a 16-acre Horticulture Unit consisting of 40,000 sq. ft. of greenhouse space, extensive outside production and display areas, and 7,500 square feet of shade houses; and the Leaning Pine Arboretum. The Department offers the Plant Sciences major leading to the Bachelor of Science degree. Within this major are three concentrations: Environmental Horticultural Science, Fruit and Crop Science, and Plant Protection Science.

The Wine and Viticulture Department (WVIT) is an academic unit within the College of Agriculture, serving approximately 230 students with one major and 3 concentrations. The department is comprised of a department head, 7 tenured/tenure-track faculty, 1 office support administrator, 1 management employee, and 6 part-time lecturers. The department is home to the Center for Wine and Viticulture with state-of-the art teaching and research facilities. WVIT students learn the foundations of viticulture, winemaking and wine business using our 14-acre state-of-the-art teaching vineyard and pilot winery, and our stewardship over the Cal Poly Wines brand. The department is also among the largest programs in the country.

The Administrative Support Coordinator (ASC) works under the general direction of the Plant Sciences department head. The Wine and Viticulture department head will provide lead direction to this position as well. The position assists both offices with overall administrative coordination and operational continuity of complex program areas. The position performs a variety of administrative and specialized office functions such as monitoring and maintaining purchasing and ordering of department instructional, lab, and office spaces, and equipment; assisting with travel; providing department support with facilities and IT; hiring student assistants; calendar coordination; and department events support.

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. Provide support to the department head, staff, faculty, and students.		
2. Monitor and maintain purchasing and ordering of department instructional, lab, and office spaces, and equipment for both state and Cal Poly Corporation. Make purchases for departmental commercial accounts and state-funded research accounts. Track, reconcile,		

and report on project instructional operating expenditures. Ensure various purchase orders and requisitions are entered, completed, and invoiced properly and timely.

3. Act as the point of contact for department travel and Concur. Assist, review, and reconcile travel claims, and assist with travel and Concur requests for department head, faculty, staff and students.
4. Act as the point of contact for department facilities and IT needs. Assist department faculty and staff with facilities support and IT support requests.
5. Track and file lab and vehicle safety requirements for departments.
6. In coordination with administrative support coordinator, hire, recruit, and train office student assistants. Directly supervise office student assistants by assigning work, review completed work, and discuss goals and expectations.
7. Monitor and coordinate calendar for Arboretum and lab spaces. Ensure space is available, notify any affected groups, and place event on calendar.
8. Assist in planning and provide support for department events and student club activities (Vines to Wine, Hort Club, and Phi Alpha Xi, Unified, CA and European Wine Tours, etc.).
9. Monitor department email, distribute physical mail, and assist with department website updates.

Related Job Functions

As Needed

10%

1. Perform other job-related duties and special projects as assigned.
2. Maintain currency in the knowledge and skills necessary to facilitate industry-leading solutions.

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:

- Possession of a valid driver's license or the ability to obtain by date of hire.

Required Skills, Knowledge, and Abilities

1. Working knowledge of budget policies and procedures. Ability to perform standard business math to track financial data, monitor department expenditures, such as calculate ratios and percentages, and make simple projections using accounting principles.
2. Demonstrated customer service skills, including a high level of diplomacy and professionalism.
3. 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.
4. 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.
5. Excellent communication skills; ability to effectively communicate information in a clear and understandable manner, both verbally and in writing. Thorough knowledge of English grammar, spelling and punctuation.
6. Ability to interpret, communicate and apply policies and procedures.
7. Demonstrated ability to maintain a high degree of confidentiality.

8. Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.
9. 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.
10. Demonstrated ability to update documentation of procedures and clearly and professionally compose correspondence.
11. Ability to apply independent judgment, discretion, and initiative to address problems and develop practical, thorough and, at times, creative solutions.
12. Ability to proficiently operate, trouble-shoot, and maintain standard office equipment.
13. Working knowledge of or ability to quickly learn University infrastructure, policies and procedures.

Preferred Skills and Experience

- Knowledge of and skilled in campus/network applications (PeopleSoft Financial & Student Enrollment, Microsoft Office 365).
- Demonstrated skills in an institutional/educational environment utilizing a customer-oriented and service-centered attitude.
- Demonstrated competence in understanding, interpreting, and communicating procedures, policies, information, ideas and instructions.

Special Conditions

- Must be willing to travel and attend training programs off-site for occasional professional development.
- Job may require occasional lifting and/or moving of heavy office supplies and paper (weighing up to 25 pounds).
- 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.

SUPERVISOR NAME AND TITLE	SIGNATURE	DATE
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DEPARTMENT HEAD: I certify that all statements on this form are complete and accurate.

DEPARTMENT HEAD NAME AND TITLE	SIGNATURE	DATE
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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: LD
Recruitment Number: _____		Date: 1/26/24