

CALIFORNIA STATE UNIVERSITY FRESNO
Position Description Form

Employee Name:

Fresno State ID#:

Classification: ASC I

Working Title: Dept. Admin. Assistant

Prepared By (MPP/Chair): Chair

Department: Physical Therapy

Bargaining Unit: R07 FLSA Status: NE

Date Prepared: 6/2024

POSITION DESCRIPTION

Overview:

Under the supervision of the department chair, the primary purpose of this position is to provide administrative support to the department chair, 10 full-time faculty, 15 part-time faculty and perform ongoing coordination and supervision of one ASA II support staff person in the Physical Therapy Department. The Administrative Support Coordinator I is expected to use general office equipment and office support technology and systems, including word processing, spreadsheets, and use of online system to enter data and generate reports.

Position Summary:

- Coordinate the department office including the supervision of an ASA II support person and student assistants
- Monitor workflow and completion of work assigned to support staff
- As timekeeper for the department, review all PeopleSoft monthly attendance entries for department chair's approval
- Process monthly student assistant pay in PeopleSoft
- Manage and process part-time faculty contracts, teaching associate contracts and graduate assistant contracts
- Monitor the department webpage to ensure accuracy and maintain current materials on all student and faculty organization boards under the direction of the Department Chair
- Working with the department chair, prepare, maintain and enter into PeopleSoft the academic schedule of courses every semester
- Maintain and process department's budget and fiscal records and associated paperwork/forms - state and foundation
- Create and maintain spreadsheets tracking budget and balance spreadsheets using BETR, PeopleSoft Financials, MS Excel, Rumba and any other appropriate software
- Review, analyze and make recommendations on budgetary affairs of the department, consult with and advise department chair and dean's office
- Analyze budget requests and perform continuous budget review of expenditures
- Responsible for generation of purchase requisitions
- Manage and process all departmental travel requests and expense reports in Concur
- Assist chair/personnel committee in faculty and staff recruitment
- Create and maintain files and database for faculty searches, provide support to search committees and department chair throughout the process, process necessary paperwork for recruiting and hiring faculty using PeopleSoft
- Manage the hiring of student assistants as needed
- Assist in ensuring faculty are assigned their full workloads every semester and compare to FAD report and make corrections as needed
- Prepare and assist with curriculum proposals and maintain department curriculum records
- Review and process annual catalog copy
- Assist with the RTP process as needed by distributing deadline materials, supporting candidates by providing information and ensuring that any evaluation documentation is submitted to faculty open personnel files prior to deadlines
- Coordinate faculty office and telephone moves
- Prepare agendas and record minutes for department staff meetings on a regular basis with Chair
- Maintain department faculty meeting minutes in appropriate electronic and hard copy files
- Collect data for preparation of annual reports
- Collect data and prepare reports for program accreditation and/or credentialing bodies
- Assist department chair with DPT program as needed
- Serve as Safety Coordinator for department

- Responsible for scheduling special meetings and events such as retreats, department functions and faculty meetings (arranging rooms, ordering food, checking timetables and avoiding conflicts)
- Assist department chair to complete projects in a timely manner
- Assist department chair, admissions coordinator, ASA II, and faculty in the use of specific software programs such as PTCAS, PTAdmit, WEB CPI, Qualtrics, EXACT and other programs necessary for maintaining databases for accreditation and department outcomes
- Interact and work with Physical Therapy Alumni Chapter officers to facilitate activities in the department and maintain current databases
- Maintain and ensure proper updates each year for all department policy handbooks
- Maintain Faculty and Student BB Organizations up to date and accurate
- Independently compose correspondence and standard reports, and also assist department chair with correspondence and reports when necessary
- Independently handle multiple tasks and projects, including assisting faculty with problems and trouble shooting to provide them with creative solutions in a short period of time
- Work independently, but also as a team leader and member to enable the department to function smoothly and efficiently
- Responsible for reviewing department procedures and making recommendations for change when needed
- Using good judgment and discretion, independently interpret and apply complex policies and procedures with or without specific guidelines, using a detailed knowledge of university infrastructure when needed
- Perform any other duties and/or tasks that may be assigned to him/her on an as needed basis

Supervisor and supervisory responsibilities:

- Who Supervises this Position: Chair/Dean
- Who is Responsible for completing the Performance Appraisal: Chair/Dean
- What other classifications does this position supervise: n/a

Knowledge, Skills and Abilities:

- Thorough, detailed knowledge of applicable university infrastructure, policies, and procedures
- Thorough knowledge of English grammar, punctuation, and spelling
- Thorough knowledge of office systems and ability to use a broader range of technology, systems, and packages (Microsoft Office Suite, email, calendar, etc.)
- Working knowledge of budget policies and procedures

Ability to:

- Independently handle multiple work unit priorities and projects
- Apply independently a wide variety of policies and procedures where specific guidelines may not exist
- Perform standard business math, such as calculate ratios and percentages, track financial data, and make simple projections
- Draft and compose correspondence and standard reports
- Handle effectively a broader range of interpersonal contacts, including those at a higher level and those sensitive in nature

Preferred Skills:

- Knowledge of PeopleSoft in the areas of Student Administration, HR, Curriculum Management, Financials, Temporary Faculty
- Experience in using Google Calendar
- Experience in event planning
- Experience updating and maintaining websites
- Experience in supervising others and working in a team environment

Ability to:

- Use and quickly learn new technology systems
- Use negotiation skills and persuasion skills to achieve results and expedite projects
- Analyze data, make accurate projections and effectively write reports

Education and Experience:

- Completion of a high school program, technical/vocational program, or their equivalents
- Three years of related office work experience
- Demonstrated history of regular attendance and positive performance evaluations

Position Description - Working Environment

Check the appropriate box for each of the following items, which most accurately describes the extent of the specific activity, performed by this employee on a daily basis.

Employee Name:

Department: Physical Therapy

Date Prepared: 6/2024

PHYSICAL EFFORT

	Number of hours/ day				
	C	1-2	3-4	5-6	7+
1. Sitting					X
2. Standing			X		
3. Walking	X				
4. Bending Over	X				
5. Crawling	X				
6. Climbing	X				
7. Reaching overhead		X			
8. Crouching	X				
9. Kneeling	X				
10. Balancing	X				
11. Pushing or pulling	X				

- 16. Driving cars, trucks, forklifts and other equipment
- 17. Being around scientific equipment and machinery
- 18. Walking on uneven ground

- 12. Lifting or carrying
 - A. 10 lbs or less
 - B. 11 to 25 lbs
 - C. 26 to 50 lbs
 - D. 51 to 75 lbs
 - E. 76 to 100 lbs
 - F. Over 100 lbs

- 13. Repetitive use of hands/arms
- 14. Repetitive use of legs
- 15. Eye/hand coordination

	Number of hours/ day				
	N/ A	1-2	3-4	5-6	7+
12. Lifting or carrying					
A. 10 lbs or less		X			
B. 11 to 25 lbs	X				
C. 26 to 50 lbs	X				
D. 51 to 75 lbs	X				
E. 76 to 100 lbs	X				
F. Over 100 lbs	X				
13. Repetitive use of hands/arms			X		
14. Repetitive use of legs	X				
15. Eye/hand coordination				X	

Yes No

MENTAL EFFORT

	Number of hours/day				
	N/ A	1-2	3-4	5-6	7+
1. Directing Others			X		
2. Writing			X		
3. Using math/ calculations			X		
4. Talking					X
5. Working at various tempos					X
6. Concentrating amid distractions					X
7. Remembering names					X
8. Remembering details					X
9. Making decisions					X
10. Working rapidly					X
11. Examining/ observing details					X
12. Discriminating colors	X				

ENVIRONMENTAL FACTORS

	Number of hours/ day				
	N/ A	1-2	3-4	5-6	7+
1. Inside					X
2. Outside	X				
3. Humid	X				
4. Hazards	X				
5. High places	X				
6. Hot	X				
7. Cold	X				
8. Dry	X				
9. Wet	X				
10. Change of temp	X				
11. Dirty	X				
12. Dusty	X				
13. Odors	X				
14. Noisy	X				
15. Working w/others					X
16. Working around others					X
17. Working alone			X		