

Administrative Specialist

PD No.:PD-7999

POSITION DESCRIPTION INFORMATION

POSITION INFORMATION

Type of Action Requested:*	Replacement-Revision
Internal Team:*	ST-Dean of Students Administratio - 51505
Job Code/Employee Classification:*	Admin Analyst/Spclst 12 Mo <u>Job Code: 1038</u>
Classification Title:	Administrative Analyst/Specialist I, Exempt
MPP Job Code:	
Position Number:	Admin Analyst/Spclst 12 Mo <u>Position no: ST-10000764</u>
CSU Working Title:*	Administrative Specialist
Salary Range/Grade:	1038-EXEMPT I-Grade-2
Reports to Supervisor:	Heather Dunn Carlton
Reports To:*	Associate Vice President / Dean of Students <u>Position no: ST-10000475</u>
Campus:*	Stanislaus
Division:*	Student Affairs
College/Program:*	Office of the Dean of Students
Department:*	Dean of Students Administratio - 51505
FLSA Status:	Exempt
Hiring Type:	Temporary
Workplace Type (Exclude Inst Fac):	On-site (work in-person at business location)
Pay Plan:	12 Months
Pay Plan Months Off:	

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:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Is this a Sensitive Position?:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Care of People (including minors) Animals and Property:	No
Authority to commit financial resources:	Yes
Access/control over cash cards and expenditure:	Yes
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):** Yes No
- Serves a security function:** No
- Designated recipient for crime/misconduct reports:** No
- Significant responsibility for Student Activities:** Yes
- Significant responsibility for Campus Activities:** Yes

Job Summary/Basic Function:*

Under general direction from Senior Leaders within Student Affairs (e.g. AVP/Dean of Students and AVP for Student Equity and Success) the Administrative Specialist independently completes a full range of administrative responsibilities in support of the AVP/DOS, AVPSEAS, the Associate Dean and departments within the organizational portfolios of the AVP/DOS and AVPSEA.

In this capacity, the incumbent provides administrative support, training, and guidance to colleagues and community partners, while also providing daily leadership for a variety of programs (e.g. StanCares program and Alcohol, Tobacco, and Other Drug (ATOD) policy compliance).

Minimum Qualifications:*

EDUCATION: A bachelor's degree and/or equivalent training.

EXPERIENCE: Administrative work experience involving study, analysis, and/or evaluation leading to the development or improvement of administrative policies, procedures, practices, or programs.

Required Qualifications:

General knowledge and skills in the applicable administrative and/or program field and a foundational knowledge of public administration principles, practices, and methods.

Knowledge of and ability to apply fundamental concepts.

Ability to analyze data and make accurate projections using business mathematics and basic statistical techniques.

Demonstrated ability to establish and maintain effective working relationships within and outside the work group and serve as a liaison for the organizational unit.

Working knowledge of and ability to apply standard theories, principles, practices, and techniques applicable to the program and/or administrative specialty to develop conclusions and make recommendations.

Thorough knowledge of policies, procedures, and outside regulations pertaining to the applicable program and/or administrative specialty.

Working knowledge of operational and fiscal analysis and techniques. Working knowledge of budget policies and procedures.

Ability to take initiative and independently plan, organize, coordinate, and perform work in various situations where numerous and diverse demands are involved.

Skill in the research, development and evaluation of policies and programs, including skill in the collection, evaluation, and interpretation of data to develop sound conclusions and make appropriate recommendations.

Expertise in investigating and analyzing problems with a broad administrative impact and implications. Ability to make independent decisions and exercise sound judgment.

Ability to anticipate problems and address them proactively.

Demonstrated ability to effectively interpret, organize, and present information and ideas in written or presentation form.

Ability to compile, write, and present reports related to program or administrative specialty.

Ability to train others on new skills and procedures and provide lead work direction.

A background check (which may include: fingerprinting, checks of employment records, education records, criminal records, civil records, motor vehicle records, professional licenses, and sex offender registries, as position requires) must be completed satisfactorily before any candidate can begin employment with the CSU.

Preferred Qualifications:

Three (3) years of related office work experience
Two (2) years of work experience in Student Services or related area.
Bachelor's degree in business administration, Public Administration or other related degrees.
Prior experience with coordinating processes and procedures or related field highly preferred.
Prior experience in a CSU or in another higher education setting preferred.
Prior experience using Maxient, PeopleSoft, Warrior Connect, and Concur software.
Prior experience with of Clery, VAWA, Title IX, Drug Free Schools and Communities Act, Title 5 and Executive Orders related to student conduct.

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

Yes No

If position supervises other employees; list position titles:

Provide lead and direction to ASA I-II, ASC I-II, Student Assistants

Job Duties

JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal
35	<p>Program Administration: Oversee program areas covering the full range of administrative and/or academic functions.</p> <p>Conduct program and policy research, analysis, development, reporting, and evaluation.</p> <p>Determine methods, policies, and procedures to achieve programmatic goals.</p> <p>Lead related committees.</p> <p>Ensure compliance with applicable regulations or requirements governing the program, including report writing.</p> <p>Serve as a liaison to outside agencies or entities related to the program.</p> <p>Oversee programs modeled on best practices and in compliance with federal regulations.</p> <p>Coordinate activities and events, providing enriching educationally focused engagement opportunities for students.</p> <p>Develop programming and materials to educate students on relevant policies and procedures, including PPT, Canvas modules, and printed materials.</p> <p>Provide leadership to related committees such as the Drug and Alcohol Policy Work Group and Drug Free Schools and Communities Act Work Group.</p> <p>Serve as a liaison to other programs, departments, and outside agencies or entities that support student wellbeing.</p> <p>Prepare required reports and documentation</p>	Essential
35	<p>Administrative Operations and Coordination:</p> <p>Conduct financial analysis, planning, and fund management (e.g., purchasing and procurement, contracts, financial reports).</p> <p>Perform budget analysis.</p> <p>Oversee accounting and administration.</p> <p>Manage human resources and faculty relations (e.g., recruitments, onboarding, professional development, training).</p> <p>Plan, develop, and administer systems.</p> <p>Plan and coordinate office automation.</p> <p>Handle market planning, analysis, and administration.</p> <p>Coordinate, plan, and administer facilities and construction.</p> <p>Administer contracts.</p> <p>Coordinate emergency services.</p> <p>Plan and coordinate events.</p> <p>Develop and coordinate publications and university development functions (e.g., newsletters, event briefings, fundraising activities).</p> <p>Manage electronic calendaring and scheduling (e.g., meetings, conferences, retreats).</p> <p>Manage meeting materials (e.g., agendas, meeting materials, and minutes).</p> <p>Handle correspondence and reports (e.g., emails, letters, memorandums, reports, summaries, information request responses).</p> <p>Plan and coordinate travel (e.g., registrations, reservations, itineraries, requests, and claims).</p> <p>Plan for business continuity (e.g., tabletop exercise planning, phone tree tests, annual plan updates).</p>	Essential

25	<p>Administrative Systems Development and Policy Coordination:</p> <p>Analyze, design, implement, and evaluate various administrative systems to support organizational unit operations.</p> <p>Advise management on policies and procedures related to finance, budgets, personnel, and related operational functions.</p> <p>Act as an internal and external resource on policy and procedural matters.</p> <p>Lead or coordinate projects involving the management of external parties.</p> <p>Manage data acquisition and reporting systems (e.g., dashboards, metrics, benchmarks).</p> <p>Facilitate strategic reporting, policy implementation, and compliance (e.g., deadlines, requirements, signatures).</p> <p>Provide administrative and clerical support for matters of a confidential and/or sensitive nature, including acting as the first level of intake, collecting information, and providing resources and referrals as warranted.</p> <p>Act as a liaison between parties and entities, providing support, resources, and referrals.</p> <p>Schedule meetings, prepare agendas, gather materials, and serve as a notetaker.</p> <p>Oversee information security protocols (e.g., active files, records retention, sharing).</p>	Essential
5	<p>Other duties as assigned:</p> <p>May be required to obtain additional training and/or certification as part of professional development, based on department and/or campus needs, to stay current with industry standards.</p> <p>The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.</p> <p>At the direction of appropriate administrator, may provide support to other areas/departments within functional area/departments as needed.</p> <p>May provide lead work direction to support staff.</p>	Essential

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

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:	The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
Other Physical and Mental Req No.1 Frequency:	Frequently
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
Hazards:	Never
Outdoor:	Occasionally
Elevated Work:	Never
Extreme Temperature (hot or cold):	Never
Indoor (Typical office environment):	Frequently

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: May be required to work after-hours, evenings, or weekends.
Travel between Turlock and Stockton Campuses.
Valid California Driver's License

Other Environmental Req No.1 Frequency: Frequently

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: