

Administrative Support Coordinator II

PD No.:PD-7443

POSITION DESCRIPTION INFORMATION

POSITION INFORMATION

Type of Action Requested:*	New (Create a new Position Description)
Internal Team:*	ST-Alumni Relations - 60103
Job Code/Employee Classification:*	Admin Support Coord 12 Mo <u>Job Code: 1035</u>
Classification Title:	1035-2-Administrative Support Coordinator II
MPP Job Code:	
Position Number:	No position selected.
CSU Working Title:*	Administrative Support Coordinator II
Salary Range/Grade:	1035-COORDINATOR II-Grade-2
Reports to Supervisor:	Tiffany Davis
Reports To:*	Dir of Alumni Engagement <u>Position no: ST-10002463</u>
Campus:*	Stanislaus
Division:*	University Advancement
College/Program:*	University Advancement
Department:*	Alumni Relations - 60103
FLSA Status:	Non-Exempt
Hiring Type:	
Workplace Type (Exclude Inst Fac):	Telecommute eligible (work onsite as scheduled and/or as requested and telecommute as scheduled)
Pay Plan:	12 Months
Pay Plan Months Off:	

POSITION DESIGNATION

Mandated Reporter:*	Not mandated
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:	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 Administrative Support Coordinator II plays a pivotal role focused on improving communication and engagement with alumni, utilizing effective strategies across multiple platforms. The incumbent will be responsible for coordinating projects, maintaining stakeholder relationships, managing social media presence, and supporting alumni events, all aimed at fostering strong connections between the university and its alumni community.

Minimum Qualifications:*

- Education: Completion of a high school program, technical/vocational program, or their equivalents.
- Experience: Several years of related office work experience.

Required Qualifications:

- Experience to be fully functional in all technical aspects of work assignments.
- Comprehensive and detailed knowledge of the university infrastructure, policies, and procedures.
- Thorough mastery of English grammar, punctuation, and spelling.
- Thorough knowledge of office systems and expertise in using office software packages, technology and systems. May function as the office information technology specialist. Ability to use and quickly learn new office support technology systems and software packages is a prerequisite.
- Ability to independently handle multiple work unit priorities and projects.
- Ability to interpret and apply a wide variety of policies and procedures independently, and use judgment and discretion to act when precedents or specific guidelines 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 broader perspective and anticipate the impact of office administration problems and solutions on other areas.
- Ability to analyze operations and procedural problems and develop, recommend, and evaluate proposed solutions.
- Working knowledge of budget policies and procedures.
- Ability to perform business math, such as calculate ratios and percentages, track and analyze financial and/or 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 and handle highly sensitive interpersonal situations.
- Ability to use negotiation and persuasion skills to achieve results and expedite projects.
- 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:

- Bachelor's degree in Communications, Public Relations, Marketing, or a related field.
- Minimum of 2 years of experience in communications, public relations, or marketing roles.
- Demonstrated experience in drafting and editing written content for various platforms, such as newsletters, reports, social media, and websites.
- Experience with project management, including planning, scheduling, and tracking deliverables.
- Knowledge of social media platforms and experience in managing social media accounts for organizations.
- Experience in event coordination and support, including planning, logistics, and execution.

Special Conditions:

- Occasionally required to work evenings and weekends.
- Occasional travel between campuses and off campus sites to attend meetings and events.

License / Certification:

Supervises Employees:*

Yes No

If position supervises other employees; list position titles:

Job Duties

JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal
100	<ul style="list-style-type: none"> • Conduct research, interviews, and draft/edit written content for alumni profiles, video scripts, newsletters, advocacy messages, reports, and compelling content for electronic alumni channels and the website. • Repurpose university content for alumni communications, including social media platforms. • Plan, schedule, and track project timelines and deliverables, presenting monthly progress reports as needed. • Maintain frequent communication with faculty, staff, students, and alumni, and act as a liaison with off-campus stakeholders. • Curate and monitor social media content for alumni engagement. • Support the Director of Alumni Engagement as a communication liaison for Alumni Council Chair, Alumni Council, and Vice President of University Advancement (VPUA), managing communications dissemination and event coordination. • Attend Alumni Council meetings and assist with event planning. • Collaborate with Operations to update and manage alumni lists in NXT. 	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:	Occasionally
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.:	Never
Lifting or Carrying over 50 lbs.:	Never
Performing Calculations:	Occasionally
Pushing or Pulling:	Occasionally
Reaching Overhead:	Occasionally
Repetitive Motion of Upper Extremities:	Frequently
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:

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
Hazards:	Never
Outdoor:	Occasionally
Elevated Work:	Never

Extreme Temperature (hot or cold): Occasionally
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:**

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: