



# POSITION DESCRIPTION

**Department:** College of Education, Health and Human Services  
**Working Title:** Administrative Support Coordinator  
**Job Code:** 1035  
**Time Base:** 1.0  
**Position Number:** 00003885  
**Union / Unit (if applicable):** California State University Employees' Union/ Unit 7

**Position Reports To:** Associate Dean  
**Classification:** ASC I  
**Range Code:** 1  
**Exempt or Non-Exempt:** Non -Exempt  
**Last Update:** 08/30/2023

## PURPOSE OF POSITION:

Under general direction of the Associate Dean of the College of Education, Health and Human Services (CEHHS), this position coordinates the day-to-day operations of the SLP department and provides a wide-range of budgetary, programmatic and administrative support to the Director of Speech-Language Pathology (SLP) programs to include tracking of fiscal operations, tracking of faculty workload forecasting, budget monitoring, reports and spreadsheets. This position independently coordinates a variety of functions necessary to the success of the SLP department and takes lead responsibility for various project-related operations from planning to execution to assessment. This position also provides support to Extended Learning (EL) Programming and Finance including budgetary reconciliation, student enrollment requests and account issues, and other program related measures. This position also coordinates with the Operations and Resource Analyst in the CEHHS Dean's Office for budget and forecasting matters.

## MAJOR RESPONSIBILITIES:

|  | <u>% of Time</u> |
|--|------------------|
| 1. Budget Administration and Fiscal Planning | 50%              |
| 2. SLP Programs/Administrative Support       | 30%              |
| 3. SLP Faculty Support                       | 20%              |

## LIST OF TASKS FOR EACH MAJOR RESPONSIBILITY:

- Budget Administration and Fiscal Planning**
  - Maintains knowledge of policies and procedures on all aspects of budget related purchases and forms.
  - Maintains fiscal year budget, including all SLP programs, clinic operations, and revenue-share budget accounts.
  - Administers and utilizes various accounting and administrative software systems in compliance with department, CEHHS, Academic Affairs, University, and EL procedures.
  - Reconciles all activity against PeopleSoft on a monthly, mid-year and fiscal year-end basis to meet university and EL requirements. Prepares and submits EL financial reports on a monthly basis. Prepares and submits stateside reports ongoing, mid-year and year-end basis to SLP Director and CEHHS Dean's Office.
  - Lead responsibility on AdobeSign SLP purchase requests including budget adherence, purchasing, and form maintenance with IITS.
  - Maintains all records of budgetary requests, revisions, and final approved documentation.
  - Applies policies and procedures in reviewing search advertisements, creating and submitting expenditure transfers, petty cash, requests and travel documents for accuracy and proper procedures prior to Associate Dean signature to ensure adherence to CSUSM university policy.
  - Completes and submits direct pay forms including reimbursements and field supervisor stipends/CEU registry offers, informs accounts payable of special requirements, and maintains electronic records of all payments.
  - Projects expenses, organizes and processes all standardized patient documentation to support simulation education. Initiate requisitions and submit invoices, tracks expenditures in PeopleSoft for accuracy.
  - Responsible for reporting all travel in the SLP Department for f/t faculty and adjunct lecturers. Initiate and submit travel documentation with appropriate backup, monitors and tracks all expenditures in PeopleSoft for accuracy, and interprets and applies department and university travel policies and procedures, in order to ensure compliance with all regulations as well as ensure travel expenses are within budget.
  - Responsible for reporting all travel in the SLP Department for f/t faculty and adjunct lecturers. Initiate and submit travel

documentation with appropriate backup, monitors and tracks all expenditures in PeopleSoft for accuracy, and interprets and applies department and university travel policies and procedures, in order to ensure compliance with all regulations as well as ensure travel expenses are within budget.

## 2. **SLP Programs/Administrative Support**

- Class building in PeopleSoft for matriculated students;
  - Directly builds and maintains class schedule in PeopleSoft for EL and stateside each academic semester, summer and winter term.
  - Maintains program class schedules, recording changes as they occur, coordinating with supervisor.
  - Coordinates with the EL Academic Coordinator on class assignments.
  - Coordinates batch enrollment needs with EL Student Services each semester.
- Class building in Shopping Cart for non-matriculated (non-cohort) students;
  - Builds classes and coordinates non-cohort class schedule updates, including managing enrollment.
  - Notifies supervisors of low enrollment status
  - Turns on and off Shopping Cart prior to/after the start of each 5 week / 8 week session, with advisement from Program Director.
  - Revises website for non-cohort course sections as appropriate (adding/removing register buttons and associated registration language about each course)
- Maintains comprehensive records of standard office procedures, regularly examines and re-evaluates procedures to ensure compliance with the University policy and practices.
- Coordinates outreach activities to include orientations, information sessions, and other student and prospective student events.
- Maintains data information systems – PeopleSoft, EL-proprietary registration software, admissions database, inquiry databases/CRM and the like.
- Submits separate contract requests to EL and stateside for every academic semester, including summer, and winter terms.
- Creates special consultant agreements and independent contractor agreements/requisitions for various instructional needs; equipment demonstration, standardized patient services, and the like.
- Coordinates process for obtaining instructional student employees including ePANs, collecting and disseminating employment documents, generating ATF contracts as needed, as well as coordinating time reporting.
- Lead responsibility on obtaining and managing equipment, materials, and site services to support instructional needs and clinic day-to-day operations.
- Responds to constantly changing environment by evaluating, modifying and assisting in the development of new policies, procedures, and practices.
- Consults with Chair/Program Directors regarding policy decision or procedural conflicts between program practice and University.
- Serves as office resource for faculty and staff for communicating clerical processes.
- Reviews program materials for conformance with policies, procedures, practices and deadlines.
- Leads responsibility for maintaining all personnel records for programs and department.
- Serves as administrative assistant to faculty search committee during faculty recruitment process, prepares announcement, obtains approval of listed recruitment sources.
- Acts as liaison for Department/Program in responding to inquiries from outside agencies, other University Departments, and students.
- Plans and coordinates department meetings and events as needed.
- Responsible for building and maintaining supplemental application materials for each MS admission cycle.
- Serve as department communication point of contact for Extended Learning.
- Assists and supports Program Director and Program Faculty with accreditation activities, including site visits.
- Coordinates survey distribution and data collections. Develops survey reports for faculty analysis.
- Coordinates new faculty activities including facility, access/account and equipment setup.
- Other related administrative support duties and special projects as assigned.

## 3. **Faculty Support**

- Prepares requested documents for faculty.
- Administrate SLP purchase requests and notify appropriate personnel of approvals and purchasing status.
- Lead resource for creating and managing MS admissions database to facilitate faculty admissions decisions.
- Communicate and process all hiring documents for incoming lecturers. Maintain confidential filing system, including information on current and prospective lecturers for SLP. ESP submissions for lecturers in PeopleSoft to notify various departments of personnel changes.

## **PROVIDES LEAD DIRECTION OF OTHERS:**

- Student Assistants

## **REQUIREMENTS OF POSITION:**

### **1. List education and experience required**

- Four years of progressively responsible administrative support experience and responsibilities giving knowledge of office methods, procedures, and practices; or an equivalent combination of education and experience.
- Experience in budget coordination and knowledge of budgeting policies and procedures.
- Experience in a higher education environment preferred.

### **2. List knowledge, skills, and abilities required for this position.**

- Ability to handle effectively a broad range of interpersonal contacts, including those at a higher level and those sensitive in nature.
- Comprehensive and detailed knowledge of the university infrastructure, policies, and procedures.
- Thorough knowledge of English grammar, spelling and punctuation.
- Ability to draft and compose correspondence and standard reports.
- Thorough knowledge of office systems and experience using a broad range of software packages, technology, and systems to include Microsoft Office Suite (Word, Excel, Outlook, PowerPoint), PeopleSoft and Internet.
- Thorough knowledge of office methods, procedures and practices with emphasis on technology-based systems and procedures.
- Knowledge of the principles and practices of budget maintenance and support.
- Experience reconciling budgets and resolving problems in budget expenditures.
- Demonstrated ability to identify errors and discrepancies, research, and rectify problems.
- Demonstrated ability to learn, interpret independently, and apply a variety of complex policies and procedures.
- Strong organizational skills and demonstrated ability to plan, organize, coordinate, prioritize and perform multiple work assignments while consistently meeting deadlines
- Ability to establish and maintain a working relationship with others within and outside of the work group.
- Must be flexible and able to handle multiple items in a fast-paced environment.
- Demonstrated ability to monitor and reconcile budgets and advise of any problems developing in budget expenditures
- Proficiency in data organization and maintenance, with close attention to detail.
- Ability to use business mathematics and basic statistical techniques.
- Ability to identify errors and discrepancies, research, and rectify problems.
- Ability to troubleshoot office administration problems and respond to all inquiries and requests related to the work area.
- Ability to maintain and develop filing systems (alpha, numeric, etc.)
- Ability to run reports from a centralized accounting system and extrapolate and compare relevant data.
- Working knowledge of clinical placement site requirements (immunizations, HIPPA, etc.)
- Demonstrated ability to review and edit final version of reports for conformity to existing University format, policies and distribution
- Demonstrated ability to perform work independently under general direction related to goals of the programs
- Demonstrated ability to evaluate critically and assist in the prioritization of department equipment needs as balanced against budgetary resources and make recommendations; prepare requisition for material and equipment purchases
- Ability to coordinate and schedule meetings, conferences, seminars, events and travel arrangements.
- Ability to respond to routine inquiries and disseminate information.
- Understanding of federal law and university policy relating to privacy of student records and ability to uphold confidentiality in all communication in the workplace is required.
- Ability to provide lead direction to student workers.
- Ability to research and compile information and prepare departmental reports.
- Sensitivity and ability to engage with people with communication disorders.
- Demonstrated ability to exercise discretion when dealing with confidential data.
- Ability to work with a diverse student body, campus community, and community partners.

### **3. List machines, tools, equipment, and motor vehicles used in the performance of the duties**

- Standard office and communication equipment

**4. Unique working conditions**

- This position is subject to a background check including, but not limited to, employment verification, education verification, reference checks and criminal record checks. 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.
- Must participate in required campus trainings including, but not limited to, Information Security Awareness Training and Sexual Violence Awareness and Prevention “EDU: Eliminate Campus Sexual Misconduct”.
- This position is a “designated position” in the California State University’s Conflict of Interest Code. The incumbent in this position is required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission. This position is required to file the Form 700 under the disclosure category: 2.

**PURPOSE AND NATURE OF WORK RELATIONSHIPS:**

Define working relationships with people on and off campus (other than supervisor or people supervised) with whom this employee interacts on a continuing basis, and how often this interaction occurs.

|                                       |   |           |
|---------------------------------------|---|-----------|
| CEHHS Office staff                    | Document processing and approvals;<br>budgetary inquires  | As needed |
| EL Programming /<br>Finance Staff     | Document processing and approvals;<br>budgetary inquiries | As needed |
| Faculty teaching for SLP              | ESP updates, lead contact for resources                   | As needed |
| Procurement                           | IC approvals and Requisition<br>processing                | As needed |
| Speech-Language Clinic<br>Supervisors | Site services issues; materials and<br>equipment requests | As needed |
| Accounts Payable                      | Payment processing  | As needed |
| Event Scheduling                      | Schedule rooms for meetings                               | As needed |

**PHYSICAL EFFORT:**

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.

**PHYSICAL EFFORT**

|   | Number of hours/day |     |     |     |    |
|---|---------------------|-----|-----|-----|----|
|   | N/A                 | 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                            |                     |     |     |     |    |

|                                  | 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 |
|-----|----|
|     | X  |
|     | X  |
|     | X  |

**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   |     |    |

## SIGNATURES

The last sheet for any staff position description should contain the signature sheet. Signatures will include the incumbent's signature (if applicable) or new employee; the supervisor's signature and all pertinent administrative personnel.

### Employee

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Supervisor (MPP)

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Dean/Department Head/Director (optional)

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_