![California State University SAN MARCOS logo]

# POSITION DESCRIPTION

**Department:** Sociology Department, CHABSS
**Working Title:** Sociology Administrative Coordinator     **Position Reports To:** Associate Dean, CHABSS
**Job Code:** 1035                                           **Classification:** Administrative Support Coordinator I
**Time Base:** 1.0                                           **Range Code:** 1
**Position Number:** 00005873                                **Exempt or Non-Exempt:** Non-Exempt
**Union / Unit:** California State University Employees Union (CSUEU)/Unit 7     **Last Update**: 04/18/2024

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**PURPOSE OF POSITION:**

Under the general supervision and lead direction of the Sociology Department Chair, the Department Administrative Coordinator supports and assists in the coordination of administrative processes for the Sociology Department. The position also provides administrative coordination and support for the Sociology Graduate Coordinator, Graduate Committee, and all present and past graduate students. The Department Administrative Coordinator also updates the website for the Sociology Department in collaboration with and directed by the Department Chair.

**MAJOR RESPONSIBILITIES:**                                                              % of Time
1. Administrative Support for the Graduate Coordinator and Graduate Committee               35%
2. Schedule Builder for the Department                                                      20%
3. Front Office Coordination and Support, and Updates Department website                    30%
4. Curriculum Administrator                                                                 15%

**LIST OF TASKS FOR EACH MAJOR RESPONSIBILITY:**

**1. Administrative Support for the Graduate Coordinator and Graduate Committee**
   a. Provides administrative coordination and support for the Graduate Coordinator, Graduate Committee, and all present and past graduate students;
   b. Supports day-to-day procedures and materials related to the graduate program;
   c. First point of contact for the Master of Arts in Sociological Practice graduate students;
   d. Collaborates with the Graduate Coordinator to assist in the creation and revision of relevant guidelines and procedures pertaining to the graduate program;
   e. Assists in the coordination of the graduate student admissions application process, including advertisements;
   f. Maintains electronic and hardcopy records for the graduate program;
   g. Assists in the resolution of any graduate student issues and/or problems;
   h. Responds to initial inquiries from prospective graduate students and refers prospective students to the appropriate faculty;
   i. Assists in the orientation of newly-accepted graduate students to the Department and the Master's Program;
   j. Informs graduate students on day-to-day procedural issues;
   k. Notifies current graduate students about time-sensitive Department and University deadlines;
   l. Updates the website for the Master of Arts in Sociological Practice graduate program as directed by the Graduate Program Coordinator;
   m. Updates the Master of Arts in Sociological Practice graduate program Moodle container, which houses all relevant working documents and archived documents for the graduate program;
   n. Collaborates with the Office of Admissions in regard to newly-accepted graduate students;
   o. Collaborates with Records and Registration in regard to continuing graduate students;
   p. Collaborates with the Kellogg Library in regard to graduate student thesis archival submissions;
   q. Ensures FERPA compliance with regard to all student records;
   r. Supports graduate student thesis enrollment and Thesis Guidance Committee process;
   s. Assists in the coordination of graduate student thesis defense orals;
   t. Updates distribution lists for current graduate students;
   u. Updates distribution lists for graduate program alumni and supports graduate alumni relations efforts;
   v. Assists in coordinating all on-going graduate student events and workshops
   w. Supports program assessment for graduate program, including Catalog changes and collecting syllabi
   x. Updates lists of faculty participation in and chairing of thesis committees

y.  Updates internship information, including orientation/information sessions

**Schedule Builder for the Department**
a.  Maintains master of departmental class schedule.
b.  Addresses specific course needs related to classroom requests.
c.  Inputs class schedule into PeopleSoft Scheduling campus system.
d.  Functions as principal liaison between chairs and program directors in constructing class schedules, and resolving conflicts as needed.

2.  **Front Office Coordination and Support and Maintains Sociology Department website**

a.  First point of contact for the Sociology Department;
b.  Attends regular campus training sessions for software, policy, and procedural updates;
c.  Disseminates current and relevant procedural information to students, staff, faculty, and the general public regarding Department and campus information;
d.  Maintains electronic and hardcopy records for the Sociology Department, including course syllabi;
e.  Coordinates special events that occur each semester and annually as well as one-time events, which may include assisting with approvals, scheduling, parking passes, and promotions;
f.  Processes and disseminates all incoming and outgoing mail for the Sociology Department;
g.  Attends all Department meetings and takes and archives the minutes for these meetings;
h.  Assists with tracking and processing all necessary travel authorization and travel claim paperwork;
i.  Electronically tracks all photocopy and printing usage and provides lead worker with regular reports;
j.  Coordinates with the Facilities Department to resolve all Department building maintenance issues;
k.  Assists in making arrangements for visiting faculty and guest lecturers;
l.  Collaborates with special consultants/casual workers/independent contractors to ensure all necessary paperwork is on file before work begins for the University;
m.  Anticipates office supply needs for the academic year, closely tracks office supply inventory through inventory controls, maintains database of commonly-ordered items, and places office supply orders;
n.  Ensures FERPA compliance in front office with regard to all student records;
o.  Collect syllabi each semester;
p.  Collect and distribute faculty office hours and contact information;
q.  Collect and distribute faculty and staff paychecks/paystubs;
r.  Shred student papers and all materials containing student names;
s.  At the direction of the Department Chair, assists and coordinates clerical administrative support functions, on an as-needed basis, including
    i.  coordination of all administrative aspects of faculty searches;
    ii.  inputting academic schedules into PeopleSoft;
    iii.  coordinating new faculty members' access to keys, office access, parking passes, IITS access;
    iv.  scheduling of rooms for events, including faculty meetings;
t.  Updates the Sociology Department website with the approved campus web development software, as directed by the Department Chair;
u.  Updates the website for the Master of Arts in Sociological Practice graduate program;
v.  Attends on-going Cascade training sessions;
w.  Ensures continuing website compliance with the standards and guidelines set forth by the University and Instructional & Information Technology Services (IITS);
x.  Responsible for the accuracy and timeliness of data posted as well as validity of relevant hyperlinks;
y.  Updates the Master of Arts in Sociological Practice graduate program Moodle container, which houses all relevant working documents and archived documents for the graduate program;
z.  Streamlines the annual online application process for the Master of Arts in Sociological Practice graduate program and faculty searches;
aa.  Assists in the coordination of all online elections of faculty peer review committees, search candidates, department decisions, and ratification or amendment of Department policies and procedures using the Cascade software polling feature;
bb.  Prepares online forms, using current software, to collect important and timely information;
cc.  Prepares online surveys, using current software, to gather important feedback from faculty members, graduate students, and staff; and
dd.  Updates multiple website e-mail lists for the Sociology Department and Master of Arts in Sociological Practice graduate program.
ee.  Supports graduate advising through maintaining and updating "Milestones" data in PeopleSoft and filing and tracking graduate course substitutions as directed by the Graduate Program Coordinator.

3.  <u>Curriculum Administrator</u>
    a.  First point of contact for classes and related procedures;
    b.  Guiding and orienting students as needed;
    c.  E-mails all Sociology and Criminology students with updates regarding as needed directed by faculty and Chair;
    d.  Facilitate signatures of forms, maintain record keeping and submission of forms to relevant offices.

**REQUIREMENTS OF POSITION:**

1.  **List education and experience required**
    a.  Four years of progressively responsible administrative office experience with knowledge of office methods, procedures and practices; or an equivalent combination of education and experience.
        a.  Preferences
            i.  Bachelor's degree
            ii. Experience in an academic setting

2.  **List knowledge, skills, and abilities required for this position.**
    a.  Proficiency in using office software packages, technology, and systems
    b.  Thorough mastery of English grammar, spelling, and punctuation in order to write letters and memos
    c.  Experience independently initiating and drafting clear and concise final form memoranda and correspondence requiring selection of materials and references from a variety of sources
    d.  Ability to project needs for office equipment and supplies
    e.  Thorough knowledge of office systems and equipment, and ability to use a broader range of technology systems
    f.  Experience using standard office equipment
    g.  Ability to identify and solve standard problems and refer more complex problems to appropriate lead staff
    h.  Proficiency in typing so that instructional materials can be processed in a timely manner
    i.  Thorough, detailed knowledge of applicable university infrastructure, policies, and procedures
    j.  Ability to independently identify appropriate applications of the university policies and procedures
    k.  Ability to handle interpersonal interactions at all levels
    l.  Ability to perform work independently under general direction related to goals of the program
    m.  Strong organizational skills
    n.  Working knowledge of budget policies and procedures
    o.  Experience monitoring budget expenditures and advising of any problems developing in budget expenditures
    p.  Experience performing business math, tracking financial data, and making simple projections
    q.  Accountability for workflow and completion of work
    r.  Experience coordinating processes involving various offices and individuals with diverse priorities
    s.  Ability to learn the operations of an office as they relate to an academic environment
    t.  Experience coordinating many tasks, prioritize and set deadlines, and complete all projects accordingly
    u.  Ability to reschedule work assignments based on shifting priorities
    v.  Ability to train co-workers and student assistants in clerical work
    w.  Experience performing moderate to complex clerical work involving independent judgment, accuracy, and speed
    x.  Ability to establish and maintain a cooperative working relationship with students, faculty, and staff
    y.  Experience maintaining confidential files and keeping ledger and other records where appropriate
    z.  Experience gathering and properly maintaining personal data on candidates being considered for admission to graduate program
    aa. Ability to serve as member on interdepartmental meetings
    bb. Ability to interview and make recommendations on staff hires outside of home programs

3.  **List machines, tools, equipment, and motor vehicles used in the performance of the duties**
    a.  Ability to use standard office equipment such as copy machine, calculator, fax, telephone systems.
    b.  Ability to use standard computer programs (MS Word, Excel, Outlook, PowerPoint)
    c.  Ability and willingness to learn and use new software packages as needed (i.e., MS Access)

4.  **Other Employment Requirements**
    a.  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.
  b.  This position is required to complete Discrimination Harassment Prevention training for Non-Supervisors.
  c.  Must participate in required campus trainings including, but not limited to, Information Security Awareness Training and Sexual Misconduct Prevention training

**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.

| | | |
|---|---|---|
| **Accounting** | Solicit information re: travel, accounts payable, invoices | Daily |
| **Admissions/Records** | Solicit information re: grade changes, class rosters | As Needed |
| **Alumni Affairs** | To solicit information on alumni | As Needed |
| **Budget Office** | To process budget and expenditure transfers | As Needed |
| **Career Center** | To process Student Assistant ads | As Needed |
| **Cashiers** | To coordinate Payroll pick-up and petty cash reimbursements | Monthly |
| **Central Stores** | To order office supplies | Weekly |
| **Curriculum Svcs.** | Assist with curriculum forms and classroom scheduling | As Needed |
| **Dean's Office** | To help support College budgeting system | As Needed |
| **Disabled Student Services Office** | Make arrangements between Faculty and students for special testing | Weekly |
| **Event Scheduling** | Schedule room request for meetings, etc. | As Needed |
| **Extended Studies** | Coordinate teaching schedules for faculty | As Needed |
| **Facility Svcs.** | Work order and key requests | Weekly |
| **Faculty Center** | Process travel authorizations for faculty and monitor Peer Coaching funds | As Needed |
| **Faculty Support Staff** | Communicate information effectively between units within the College. Work cooperatively on college projects | Daily |
| **UARSC** | To process budget information for grant-related activities | As Needed |
| **Human Resources Management** | Communication re: payroll, student assistant timesheets, benefit questions, direct deposit forms and address changes for faculty | Monthly |
| **IITS** | To report issues with tech equipment/reserve equipment | Weekly |
| **Library** | To put materials on reserve | Weekly |
| **Mail Services** | To solicit information regarding special needs | Weekly |
| **Media Services** | To request equipment for courses and events | Weekly |
| Office of Graduate and Research | To communicate regarding MASP applicants and coordinate orientations | Monthly |
| **Other Universities** | Answer questions re: Programs.  Solicit information | As Needed |
| **Parking Services** | Order parking permits for guest lecturers | As Needed |
| **President's Office** | To set up appointments for job candidates and signature on out of country travel for faculty | As Needed |
| **Procurement** | To solicit information for requisition process and Pro-card purchases | Weekly |
| **Prospective Faculty** | To coordinate application materials (during job searches) | Daily |
| **Public Safety** | Unlock doors for faculty, referring new faculty for photo identifications | As Needed |
| **Registrar** | Inquiries regarding Independent Study/Grade Change forms | Weekly |
| **Shipping and Receiving** | Request campus forms, paper and other items | As Needed |
| **Student Activities** | Reserve conference rooms | Daily |
| **Students** | Provide accurate information related to the programs, campus, faculty.  Relay messages to faculty.  Proctor exams | Daily |
| **Telephone Svcs.** | To request troubleshooting and order new phones or services | As Needed |
| **Travel Desk/ Accounting Dept.** | Make travel arrangements for faculty and candidates during searches | Weekly |
| **Vendors** | To solicit information re: supplies and equipment | Daily |

**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.

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 | | | | |

Number of hours/day

| | N/A | 1-2 | 3-4 | 5-6 | 7+ |
|---|---|---|---|---|---|
| 12. Lifting or carrying | | X | | | |
| 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 |
|---|---|---|
| 16. Driving cars, trucks, forklifts and other equipment | | X |
| 17. Being around scientific equipment and machinery | | X |
| 18. Walking on uneven ground | | 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: _____

| **Appropriate Administrator (MPP)** |
|---|

Print Name: _____

Signature: _____          Date: _____

| **Dean/Department Head/Director (optional)** |
|---|

Print Name: _____

Signature: _____          Date: _____