

Sonoma State University is committed to achieving excellence through teaching, scholarship, learning and inclusion. In line with our Strategic Plan and our Seawolf Commitment, our values include diversity, equity, sustainability, community engagement, respect, responsibility, excellence and integrity. We strive to cultivate a community in which a diverse population can learn and work in an atmosphere of civility and respect. We encourage innovation, experimentation and creativity, as well as contributions to equity and inclusion, in the pursuit of excellence for all members of our university community.

Position Purpose: Reporting to and under general supervision of the Director of Operations (Director), the Administrative Analyst (AA) performs varied administrative, technical and analytical duties and services, including record management, operations and procedures, course scheduling processes, and budget preparation and control for the departments of History, Art History, and Political Science. The AA serves as the main resource for faculty, staff, students, and community, in diverse and limited to moderate complex matters of policy, procedure, and practice by providing information, historical background, and rationales. The AA is expected to use independent judgement to make decisions, interpret and apply policies and procedures, perform research when needed, prepare and analyze budgetary and other financial reports, provide support documentation, and provide general office assistance. Contacts involve interaction with all levels inside and outside the university, and may include dealing with sensitive and confidential information.

Major Duties: Major duties of the position include, but are not limited to, the following:

- Serves as main administrative support and point person; this includes, but is not limited to, answering phones, greeting students and visitors, responding to email communications, administering listservs, routing forms, and handling all requests in a timely and professional manner.
- Interprets and applies complex policies and procedures and facilitates administrative processes.
- Designs, implements, and monitors data storage and retrieval systems for faculty workload, financial operations, facilities, and student enrollment data.
- Analyzes data and makes accurate projections by using business mathematics and basic statistical techniques and applying basic methods and procedures for research and statistical analysis.
- Coordinates collection and preparation of academic, financial, and complex operating reports.
- Prepares and processes requisitions, invoices, direct pays, reimbursements, and Procard purchases, and ensures correct coding and available funding. Tracks all expenses and reconciles budgets monthly. Works with Financial Services to resolve discrepancies. Processes journal reclasses to move expenses as needed.
- Coordinates academic schedule process and catalog preparation. Works with College Scheduler to manage student enrollment, including class restrictions, monitoring waitlists and coordinating permissions. Prepares and analyzes reports on Class Size Summary, Major/Admits reports, and ERS reports. Provides an analysis of current and future enrollment and determines solutions to meet annual targets.
- Assists with tenure-track and lecturer searches and hiring, assists with entitlement decisions, and preparation of documents. Analyzes the Faculty Activity by Division (FAD report) for adherence to the specified University guidelines, and makes appropriate updates and/or changes.
- Provides administrative support to graduate programs, organizing applicant materials, communicating with applicants regarding missing materials, answering applicant questions, and generating and mailing out admission and denial letters. Supports the MPA exit exam by downloading exams, anonymizing them and distributing to faculty for grading, and generating pass/fail letters to students.
- Assists Chair with Challenge Exams, notifying students about exam information, and preparing and sending pass/fail letters to students.
- Processes student employee hires, including postings, forms, and budget tracking.
- Collects and posts office hours and collects and archives course syllabi each semester.
- Creates and maintains filing systems and bulletin boards.
- Submits key requests.
- Reviews and maintains equipment/property inventory.
- Coordinates and supports all special events, and assists with other College special events, as requested.

- Identifies administrative needs and determines appropriate solutions.
- Provides website management and updates.
- Provides support staff and work unit priorities and provides lead work direction, acting as a backup as needed.

Secondary Duties: Performs other secondary duties as assigned.

Work Environment: Duties will primarily take place in an office setting however additional duties may be performed in various locations on the Sonoma State University campus, including working both indoors and outdoors to support and participate in university activities and events. The normal work schedule is Monday through Friday aligned with regular campus hours. Your specific start time is determined by your Appropriate Administrator. As a non-exempt employee, any request for overtime will be specified and pre-approved by Appropriate Administrator. Evening and weekend hours may be required and will be specified only by the supervisor to meet operational needs. This position may also be eligible to participate in the campus Telecommuting Program to engage in limited telecommuting as operationally feasible. The incumbent must maintain regular and acceptable attendance at such levels as is determined by the Appropriate Administrator.

This position requires, with or without reasonable accommodations, the ability to frequently sit, move or stand for office and/or event functions, be at a computer for 6-8 hours/day, occasionally reach with hands and arms, climb or balance, stoop and kneel and lift objects of up to 20 lbs in weight.

Minimum Qualifications: This position requires a bachelor's degree and/or the equivalent training and administrative work experience involving study, analysis, and/or evaluation leading to the development and improvement of administrative policies, procedures, practices, or programs. Three years of experience in office administration is preferred. Intermediate proficiency with computers and Microsoft Office Suite (Word, Excel) required. Knowledge of Google Suite, Drupal and PeopleSoft preferred.

In addition, typical knowledge and skill requirements include:

- Working knowledge of general practices and programs of an academic unit. Basic knowledge of and ability to apply fundamental concepts. Working knowledge of budget policies and procedures.
- Knowledge of basic methods and procedures for research and statistical analysis and the ability to apply them.
- Ability to learn, interpret, and apply a wide variety of policies and procedures relating to and impacting the academic unit.
- Ability to analyze data and make accurate projections using business mathematics and basic statistical techniques.
- Ability to prioritize and perform multiple tasks; work independently with little or no supervision.
- Ability to organize and plan work and projects including handling multiple priorities.
- Ability to make independent decisions and exercise sound judgment, discretion and initiative in performing complex work.
- Must have strong written and oral communication skills and have the ability to compile, write, and present reports related to the academic unit.
- Demonstrated ability to serve as a liaison for the academic unit.

The incumbent must have demonstrated administrative, customer service, and technical skills to manage operations for a complex academic unit, independently handle large, multiple work unit priorities and projects, and meet critical and cyclical deadlines in an accurate and timely manner; must be detail-oriented and possess strong organizational skills; and be able to provide outstanding customer service to students, staff, faculty, and visitors while working in a professional, fast-paced environment. Must have the ability to effectively communicate with all levels within the university and establish and maintain productive and effective, inclusive working relationships amongst diverse populations including staff, faculty, administration, students, and other internal and external constituents. Must be

able to accept constructive feedback and work cooperatively in group situations. Must also possess the ability to operationalize sustainability concepts (economy, society, environment) into all aspects of performing job duties. May be required to meet the standards of the University Conflict of Interest policy if performing purchasing with a University provided Pro-card.