



# POSITION DESCRIPTION

**Department:** CEHHS Masters of Social Work  
**Working Title:** Field Department Administrative Coordinator  
**Job Code:** 1035  
**Time Base:** 0.50  
**Position Number:** 00004264  
**Union / Unit (if applicable):** California State University Employees Union (CSUEU) / Unit 7

**Position Reports To:** Associate Dean  
**Classification:** Administrative Support Coord I (ASC I)  
**Range Code:** 1  
**Exempt or Non-Exempt:** Non-Exempt  
**Last Update:** 3/25/2024

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## PURPOSE OF POSITION:

Under general direction the Field Department Administrative Coordinator is responsible for providing administrative support and coordination for the office of field education in the department CEHHS – Masters of Social Work.

## MAJOR RESPONSIBILITIES:

	<u>% of Time</u>
1. Field Administrative Support	80%
2. Planning and coordinating field trainings and events	15%
3. Facilitate tracking of program outcomes and indicators	5%

## LIST OF TASKS FOR EACH MAJOR RESPONSIBILITY:

### 1. Field Administrative Support

- a. Assist Field Director in updating field documents to include: field manual, field calendar, field training modules (online and PPT), and other field documents.
- b. Assist Field Director with regular communication and management of information disseminated to students, agency partners, field instructors, field faculty and others, regarding information pertinent to the CSUSM Field Department. This includes:
  - i. Email correspondence to students, Field Instructors and field faculty regarding field meetings, trainings, special events
  - ii. Receiving/managing RSVP's for all Field Events
  - iii. Responding to inquiries from Field Instructors re: issues such as CEU's, upcoming trainings, basic field questions
- c. Assist Field Director in facilitating new Agency Affiliations (MOU's) and tracking existing MOU's to ensure contracts are current and up-to-date. This involves:
  - i. Completing an online Affiliation Request with Office of Procurements for each new contract and those about to expire
  - ii. Tracking and filing all new Agency Affiliations
  - iii. Review of monthly Affiliation Report (generated by Procurements Office), which lists all contracts set to expire
- d. Collect, file and maintain all Field Instructor Applications and New Agency Applications from new agency partners
- e. Collaborate with Department Academic Support Coordinator (ASC), as appropriate

### 2. Planning and coordinating field trainings and events

- a. Organize several Field Instructor and student field events per year:
  - i. Annual Pre-Field Immersion for all foundation year field students
  - ii. CSUSM NEW FIELD INSTRUCTOR ORIENTATION (Fall)
  - iii. Annual Joint MSW Agency Fair with SDSU (Spring)
- b. Assist Field Director in planning Field Department events which involves:
  - i. Multiple meetings and organization/communication with approximately 120 field placements
  - ii. Create Meeting Agendas for various meetings
  - iii. Generate Zoom Video Conference
  - iv. Utilizing 25 Live online event-scheduling system
  - v. Developing and submitting hospitality requests forms

### **3. Facilitate tracking of program outcomes and indicators**

- a. Receive, organize, and publish results of online CEU quizzes for Field Instructors, to include creating and sending an electronic CEU certificate of completion for each FI who completes a Field Training Module (there are 5 training modules, and each year approximately 50 field instructors complete all five, 50 FI's x 5 certificates = 250 certificates each year).
- b. Maintain database for tracking student interns (IPT), to include:
  - i. Data entry for approximately 180 students annually
  - ii. Data entry and maintenance of approximately 300 local and regional agency programs
  - iii. Data entry and maintenance of approximately 300 agency field supervisors
  - iv. Yearly assignment of IPT username and passwords for all new students and Field Instructors (approximately 100 annually)
  - v. Regular IPT database maintenance
  - vi. Training new Field Instructors, field faculty and students on how to use IPT
  - vii. Annual contact with all agency field supervisors to ensure they are still active, with current contact information and updates on capacity to take interns

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

- a. Possible lead direction of student assistants

### **REQUIREMENTS OF POSITION:**

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

- a. 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.
- b. Preferences:  
Bachelor's degree from a regionally accredited institution

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

- a. Demonstrated ability to effectively handle a broad range of interpersonal contacts, including those at a higher level and those sensitive in nature.
- b. Thorough knowledge of English grammar, spelling and punctuation.
- c. Demonstrated ability to draft and compose correspondence and standard reports.
- d. Working knowledge of Microsoft Office Suite with expertise in Microsoft Word and Excel.
- e. Thorough knowledge of office methods, procedures, and practices with emphasis on technology-based systems and procedures.
- f. Demonstrated ability to perform business math, analyze budgetary data and make accurate projections requiring some inference.
- g. Ability to troubleshoot most office administration problems and respond to all inquiries and requests related to the work area.
- h. Demonstrated ability to maintain and develop filing systems (alpha, numeric, etc.)
- i. Demonstrated ability to use judgment and discretion to act when policies and procedures do not exist.
- j. Working knowledge of clinical placement site requirements (immunizations, HIPPA, etc.)
- k. Demonstrated ability to plan, organize, coordinate, prioritize and perform multiple work assignments while consistently meeting deadlines
- l. Demonstrated ability to coordinate and schedule meetings, conferences, seminars, events and travel arrangements.
- m. Demonstrated ability to respond to routine inquiries and disseminate information.
- n. Knowledge 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
- o. Demonstrated ability to develop and revise office administrative/secretarial policies and procedures.
- p. Demonstrated ability to research and compile information and prepare field reports
- q. Demonstrated ability to establish and maintain a working relationship with others within and outside of the work group.

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

- a. Computer
- b. Laser printer
- c. Photocopier
- d. Fax Machine
- e. Calculator

4. **Unique working conditions**

N/A

5. **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. Must participate in required campus trainings including, but not limited to, Information Security Awareness Training and Sexual Violence Prevention (Title IX) 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.

Social Work Department	Academic Support Coordinator	Regular interaction and collaboration is necessary
CEHHS Office staff	Document processing and approvals	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 (neck)		X			
4. Bending (waist)	X				
6. Twisting (neck)		X			
7. Twisting (waist)		X			
8. Crawling	X				
9. Climbing	X				
10. Reaching (above shoulder)	X				
11. Reaching (below shoulder)		X			
12. Walking on uneven ground	X				
13. Crouching					
14. Kneeling	X				
15. Balancing	X				
16. Pushing or pulling	X				

	Number of hours/day				
	N/A	1-2	3-4	5-6	7+
17. Fine manipulation		X			
18. Simple grasping	X				
19. Power grasping	X				
20. Lifting or carrying	X				
A. 10 lbs or less					
B. 11 to 25 lbs					
C. 26 to 50 lbs					
D. 51 to 75 lbs					
E. 76 to 100 lbs					
F. Over 100 lbs					
21. Keyboard use			X		
22. Mouse use			X		
23. Repetitive use of hands/arms			X		
24. Repetitive use of legs/feet	X				
25. Eye/hand coordination	X				

- 26. Driving cars, trucks, forklifts and other equipment
- 27. Being around scientific equipment and machinery

Yes	No
	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. Extreme change of temp	X				
11. Dirty/dusty	X				
12. Exposure to gas, fumes or chemicals	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/AVP (optional)

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

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

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