

# Psychology Department Administrative Assistant (Administrative Assistant II)

PD No.:PD-7592

## POSITION DESCRIPTION INFORMATION

To edit an approved Position Description scroll to the bottom of the form and press Update PD  
Click OK in the pop-up window that appears to reset the approval process

## POSITION INFORMATION

<b>Type of Action Requested:*</b>	Replacement
<b>Internal Team:*</b>	FL-Psychology - 10193
<b>Job Code/Employee Classification:*</b>	Admin Support Assistant 12 Mo <u>Job Code: <b>1032</b></u>
<b>Classification Title:</b>	Administrative Assistant II
<b>MPP Job Code:</b>	
<b>Position Number:</b>	Admin Support Assistant 12 Mo <u><b>Position no: FL-10007398</b></u>
<b>CSU Working Title:*</b>	Psychology Department Administrative Assistant (Administrative Assistant II)
<b>Salary Range/Grade:</b>	1032-ASSISTANT II-Grade-2 Minimum: \$ 3,505.00 Maximum: \$ 5,159.00 Pay Frequency:
<b>Reports to Supervisor:</b>	Gennie Hardy
<b>Reports To:*</b>	HSS Admin Resources Manager <u><b>Position no: FL-10008629</b></u>
<b>Campus:*</b>	Fullerton
<b>Division:*</b>	VP, Academic Affairs
<b>College/Program:*</b>	College of Humanities & SS
<b>Department:*</b>	Psychology - 10193
<b>FLSA Status:</b>	Non-Exempt
<b>Hiring Type:</b>	Probationary
<b>Workplace Type (Exclude Inst Fac):</b>	Telecommute eligible (work onsite as scheduled and/or as requested and telecommute as scheduled)
<b>Pay Plan:</b>	12 Months
<b>Pay Plan Months Off:</b>	

## POSITION DESIGNATION

<b>Mandated Reporter:*</b>	Limited - The person holding this position is considered a limited mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083, revised July 21, 2017.
<b>Conflict of Interest:*</b>	None
<b>NCAA:</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<b>Is this a Sensitive Position?:</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No

<b>Care of People (including minors) Animals and Property:</b>	No
<b>Authority to commit financial resources:</b>	No
<b>Access/control over cash cards and expenditure:</b>	No
<b>Access/possession of master/sub-master keys:</b>	No
<b>Access to controlled or hazardous substances:</b>	No
<b>Access/responsibility to personal info:</b>	Yes
<b>Control over Campus business processes:</b>	No
<b>Responsibilities requiring license or other:</b>	No
<b>Responsibility for use of commercial equipment:</b>	No
<b>Is this a Campus Security Authority (CSA):</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<b>Serves a security function:</b>	No
<b>Designated recipient for crime/misconduct reports:</b>	No
<b>Significant responsibility for Student Activities:</b>	No
<b>Significant responsibility for Campus Activities:</b>	No
<b>Job Summary/Basic Function:*</b>	<p>The College of Humanities and Social Sciences is committed to educating students to be culturally, globally, socially, historically and environmentally astute, civically responsible alumni able to navigate an increasingly complex and interconnected world. We are seeking an exceptional individual who is organized, detail oriented and possesses excellent communication skills to join our team as an Administrative Support Assistant II in the Department of Psychology. The ideal candidate in this role should have a positive attitude and an active, energetic mind that is characterized by highly ethical practices and a commitment to diversity, openness, flexibility, integrity, and kindness.</p> <p>The Administrative Support Assistant II provides administrative clerical support to the Psychology Department, which includes 29 full-time and 50 part-time faculty, as well as three student organizations. Provides front-office support, screens phone calls, assists walk-in visitors, distributes incoming mail and delivers documents on campus. Orders textbooks and desk copies for faculty, provides clerical support with the Student Opinion Questionnaire evaluation process. Under supervision, the Administrative Support Assistant II may also assist with directing work to the office student assistants. Assists with the logistics of meetings and events for the Psychology Department including Commencement and Psychology Day. Under general supervision, prepares travel documents for authorization and reimbursement. Under direct supervision provides assistance with budget input or expense tracking. Accesses student information for verification purposes and for student enrollment updates, registration permit holds, and releases. Other duties as assigned.</p>
<b>Minimum Qualifications:*</b>	<p>High School diploma or the equivalent and three years of experience in general office, clerical or secretarial work or the equivalent. General working knowledge of applicable university infrastructure, policies, and procedures. Thorough knowledge of office methods, procedures, practices, and equipment. Thorough knowledge of English grammar, punctuation, and spelling with demonstrated competence in effectively presenting standard information in writing. Ability to learn, interpret independently, apply, and identify deviations from a variety of complex policies and procedures. Ability to apply independent judgment, discretion, and initiative to address problems and develop practical, thorough and, at times, creative solutions. Ability to perform arithmetic functions of a transactional nature, including tracking and comparing data. Ability to work on the front line, with a variety of campus and community individuals requiring active problem solving and effective interpersonal skills. Demonstrated competence in understanding, interpreting, and communicating procedures, policies, information, ideas, and instructions. Basic typing and keyboarding skills.</p> <p>A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. 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.</p>
<b>Required Qualifications:</b>	
<b>Preferred Qualifications:</b>	Experience working in an academic administrative office. Experience working in customer service environment. Proficiency using a PC and Microsoft Office software including Word, Excel, Outlook, and PowerPoint.
<b>Special Conditions:</b>	
<b>License / Certification:</b>	
<b>Supervises Employees:*</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No


If position supervises other employees; list position titles:

### Job Duties

#### JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal
35	<p>Administrative Clerical Support</p> <p>Greets and assists walk-in visitors; answers inquires or redirects them to appropriate personnel; screens and directs telephone calls for department chair and faculty. Sorts and screens mail; calls for equipment repair on items such as the copy machine. Under general direction, prepares textbook and desk copy requests. Prioritizes faculty work requests for duplication of course materials. Maintains faculty office hours schedule including office hour door cards. Processes Volunteer paperwork. Provides support for the Student Opinion Questionnaire evaluation process. Under direction, may also assist with directing work to the office student assistants. Assists Psychology Day Chair and Student Club Presidents with Psychology Day Event. Including assisting with preparing program, flyers to local community colleges, requesting donations from publisher book representatives and other issues as needed. Prepares check award requests for Honors and Awards Banquet and prepares plaques and certificates for all awardees. Purchases door prizes for Awards Banquet. Makes requests for parking permits for guest speakers and department events. Maintains department syllabi.</p>	Essential
40	<p>Supplies/Travel/Budget Support</p> <p>The incumbent is responsible for making purchases with Pcard for faculty with grants and professional development funds. Prepares petty cash voucher reimbursements for miscellaneous course fee, faculty grants and professional development fund purchases. Prepares check requests for reimbursement. Under direct supervision, the incumbent provides assistance with budget input or expense tracking. Under general supervision, the incumbent prepares travel documents for requests to travel and for expense claims for faculty and students. Remains current on training regarding travel operations.</p>	Essential
20	<p>Student Record information and Class Schedule information</p> <p>Using PeopleSoft, accesses databases to electronically access student information and other items such as course enrollment, registration permits and student record hold releases. Responsible for posting class cancellations and room changes throughout the campus.</p>	Essential
5	Other duties as assigned	Essential

**SELECTION CRITERIA**

 There are no items to show

**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**

<b>Bending:</b>	Occasionally
<b>Climbing:</b>	Never
<b>Concentrating:</b>	Frequently
<b>Crawling:</b>	Never
<b>Decision Making:</b>	Occasionally
<b>Keyboarding and Mousing:</b>	Constantly
<b>Lifting or Carrying up to 10 lbs.:</b>	Occasionally
<b>Lifting or Carrying up to 25 lbs.:</b>	Occasionally
<b>Lifting or Carrying up to 50 lbs.:</b>	Occasionally
<b>Lifting or Carrying over 50 lbs.:</b>	Never
<b>Performing Calculations:</b>	Frequently
<b>Pushing or Pulling:</b>	Occasionally
<b>Reaching Overhead:</b>	Occasionally
<b>Repetitive Motion of Upper Extremities:</b>	Constantly
<b>Sitting:</b>	Constantly
<b>Standing:</b>	Occasionally
<b>Stooping Kneeling or Squatting:</b>	Occasionally
<b>Walking:</b>	Occasionally

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 - Essential

<b>Excessive Noise:</b>	Never
<b>Hazards:</b>	Never
<b>Outdoor:</b>	Occasionally
<b>Elevated Work:</b>	Never
<b>Extreme Temperature (hot or cold):</b>	Never
<b>Indoor (Typical office environment):</b>	Constantly

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:**

**POSTING DETAILS**

**Advertising Summary:** The Department of Psychology in the College of Humanities and Social Sciences is seeking an exceptional individual to join our team as an Administrative Support Assistant II. The ideal candidate in this role should have a positive attitude and an active, energetic mind that is characterized by highly ethical practices and a commitment to diversity, openness, flexibility, integrity, and kindness.

Advertisement text:

**USERS AND APPROVALS**

**Justification for Position:** Replacement for Sharlene Charlie Escobar

**Hiring Administrator:\*** Gennie Hardy  
**Email address:** [ghardy@fullerton.edu](mailto:ghardy@fullerton.edu)

**Approval process:\*** FL - PD Approval (Staff/MPP) - Dept Head

1. MPP Supervisor:	Gennie Hardy  Approved Jun 4, 2024
2. Department Head/Associate Dean:	Patricia Balderas  Approved Jun 4, 2024
3. HR Classifier:	Tammy Dietzel  Approved Jun 25, 2024
4. Appropriate Administrator/Dean:	Jessica Stern  Approved Jun 25, 2024
5. Position Management:	FL-HRDI PM  Approved Jun 25, 2024

**HR/Faculty Affairs Representative:\*** FL-HRDI Classifier  
**Email address:** [hrrecruitment@fullerton.edu](mailto:hrrecruitment@fullerton.edu)