



POSITION DESCRIPTION / CLASSIFICATION REVIEW FORM

The position description is the foundation for recruitment, determination of classification, formulation of work plans and the basis for performance management and evaluations. Supervisors are expected to review the position description with the employee: (1) when the employee begins the new assignment; (2) when the position description is revised; and (3) when the position is evaluated. Please note whenever there is a substantial change in the assignment, the position description should be revised and submitted to Human Resources to determine if there is a classification impact. This form is available on the HR webpage.

Name of current incumbent (if filled position):		Date: 7/29/2024
<i>If vacant, name of previous incumbent:</i> Erika Barnes		
Job (Classification) Code: 1035/1	Job Title: Administrative Support Coordinator I	Position #: 0310 (HR use only)
Working Title (optional):		<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt
Department ID: D10330	Department Name: Computer/Electrical Engineering, Computer Science	Time Base: 1.0 Full-time

A. ACTION REQUESTED:

Recruitment:

- New position
- Replacement:
 - No review required
 - Review needed – substantial changes made

Classification Review: (Section J required, Cabinet Officer signature required)

- Initiate classification review (Organizational Chart must be attached)
- Requested by:* Employee Supervisor/Administrator CSU/HR

Update existing position description:

- No review required
- Review needed – substantial changes made

B. SIGNATURES: Signature denotes that this position description is an accurate statement of assigned duties. As a supervisor, if you are not in agreement with duties described, please attach additional sheet describing the differences which will be used for additional review by Human Resources. This job description supersedes all prior job descriptions and is intended to describe the general content and essential requirements for the position listed above. It is not an exhaustive statement of duties. Management reserves the right to add or change the duties of this position as required at any time.

(Employee) (Date)

(Supervisor) (Date)

(Appropriate Administrator) (Date)

(Cabinet Officer) req'd for classif. reviews (Date)

C. POSITION PURPOSE: Please describe the basic primary function(s) of the position – the reason the position exists. In order to provide an accurate description of the position, please do not copy duty statements from the CSU Classification Standards.

The School of Natural Sciences, Mathematics, and Engineering (MSME) is committed to providing an outstanding educational experience consistent with the University's vision to be the leading campus in the CSU system in terms of faculty and academic excellence and diversity, quality of the student experience, and community engagement. The NSME's administrative support staff play a critical role in supporting the School's and CSUB's mission, vision, and value.

Under the general supervision of the Dean, School of Natural Sciences, Mathematics & Engineering (NSME), the Administrative Support Coordinator I (ASC I) in the Computer/Electrical Engineering and Computer Science (CEE/CS) department provides vital support to ensure the department runs smoothly. This role is the first point of contact for students, faculty, staff, and community members for the department, offering professional assistance. The ASC I supports the department administrative duties, maintaining confidential records, coordinating travel and events, and supporting departmental communications. The ASC I assists with budget planning and monitoring, payroll processes, inventory, and procurement. Additionally, the role involves supporting with the course schedule. This position ensures a well-organized and efficient environment within the department.

D. DUTIES AND RESPONSIBILITIES: List 4 or 5 of the most significant or major duties in order of importance as well as marginal duties. Indicate the approximate percentage of time spent with percentages of no less than 5%. Total of all duties must add up to 100%.

1) MAJOR JOB DUTIES (Essential Functions)	PERCENTAGE %
A. Department Administrative Support	50%
B. Department Budget Support	20%
C. Course Schedule Support	20%
2) OTHER JOB DUTIES (Marginal Duties)	10%
• Perform other job-related duties and special projects as assigned.	
• Attend training and maintain skill currency as appropriate to safely and effectively complete assignments.	

The examples above illustrate typical work activities and are not meant to be all inclusive or restrictive.

Total = 100%

DUTY STATEMENTS:

A. Department Administrative Support (50%)

- Greet and assist students, faculty, staff, and community members.
- Provide comprehensive administrative support by answering phones and conveying messages, screening, distributing mail, taking and transcribing meeting minutes, coordinating travel arrangements and processing travel forms for department personnel, etc.
- Create, maintain, and complete forms, letters, procedures and reports, and review for completeness and accuracy.
- Maintain confidential office files digitally, including faculty, staff and student hiring information using university system resources like BOX and AdobeSign.
- Process departmental personnel transactions including faculty, staff and student hiring, separations, and timekeeping using university systems like PeopleSoft and AdobeSign.
- Schedule meetings using Microsoft Outlook and assist in other event arrangements using university systems like 25Live.
- Provide web site support for the department as needed. This includes posting updates as instructed by supervising faculty. Typical updates are new faculty, curricular changes, or enrollment statistics.
- Ensure a safe work environment by supporting university safety protocols.
- Monitor inventory and procure supplies, equipment, and materials as needed.
- Provide administrative support for accreditation process, including organizing and archiving documents.

B. Department Budget Support (20%)

- Assist with the coordination, tracking, and monitoring of budgets, including gifts, donations, and special initiatives.
- Monitor, project, and reconcile fiscal accounts.
- Coordinate and identify appropriate funding sources.
- Coordinate payroll processes for department faculty, staff, student assistant, and work study employment.
- Prepare billing requests and track purchases and revenue.
- Prepare budget report for the department.

C. Course Scheduling (20%)

- Enter course schedules and faculty workloads every semester in the PeopleSoft once the schedule is designed by the department leadership and passed for building into PeopleSoft.
- After the course schedule is built, audit for course meeting times, units, and locations every semester which includes:

- i. Confirming the schedule details with individual instructors.
- ii. Identifying and correcting any errors accordingly.
- iii. Conducting audit every time a new schedule is built.
- c) Process graduation checks and student forms and verify student statuses.
- d) Assist faculty with classroom and materials requests.

E. REQUIRED QUALIFICATIONS: These should match those listed on the classification standards. Any supplemental qualifications should be listed as "preferred".

- 3) **EDUCATION AND EXPERIENCE:** High school diploma or GED and four (4) years of recent (within seven years) administrative support experience.
- 4) **LICENSES, CERTIFICATES, CREDENTIALS:** N/A
- 5) **SKILLS, KNOWLEDGE, ABILITIES (SKA's):**
 - Regular and reliable attendance is required.
 - Ability to understand and operate in a variety of organizational structures.
 - Ability to be fully functional in all technical aspects of work assignments.
 - Thorough, detailed knowledge of applicable university policies, and procedures.
 - Ability to independently handle multiple work unit priorities and projects.
 - Ability to apply independently a wide variety of policies and procedures where specific guidelines may not exist.
 - Working knowledge of budget policies and procedures.
 - Ability to perform standard business math, such as calculate ratios and percentages, track financial data, and make simple projections.
 - Ability to draft and compose correspondence and standard reports.
 - Ability to effectively handle a broader range of interpersonal contacts, including those at a higher level and those sensitive in nature.
 - Demonstrated customer service experience requiring a very high level of diplomacy and professionalism.
 - Ability to use tact and diplomacy to effectively handle a broad range of high level and sensitive interpersonal situations with diverse personalities, and to respond appropriately to conflicts and problems.
 - Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in the University with the ability to establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds.
 - Excellent communication skills; ability to effectively communicate information in a clear and understandable manner.
 - Thorough knowledge of English grammar, spelling, and punctuation.
 - Ability to interpret, communicate and apply policies and procedures.
 - Ability to maintain a high degree of confidentiality.
 - Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.
 - Excellent computer skills and competence with a variety of computer applications including word-processing, spreadsheets, databases, on-line systems, Internet as well as online calendaring and email.
 - Working knowledge of or ability to quickly learn University infrastructure.

F. PREFERRED QUALIFICATIONS: Note any additional knowledge, skills, experience, certificates, education, or licenses that are desired for this position.

- Experience with social media, website maintenance.
- Prior experience with academic program accreditation.
- Demonstrated skills in an institutional/educational environment possessing a customer-oriented and service-centered attitude.

G. SPECIAL CONDITIONS:

- Must be willing to travel and attend training programs off-site for occasional professional development.
- Must be able to work overtime, occasional holidays and adjust working hours to meet special jobs. May be called back periodically to perform work as needed on an emergency basis.
- **BACKGROUND CHECK:** Satisfactory completion of a background check (including a criminal records check) is required for employment. CSU will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to satisfactorily complete the background check may affect the continued employment of a current CSU employee who was conditionally offered the position.
- **SENSITIVE POSITION:** This position is considered a sensitive position. Sensitive positions are designated by the CSU as requiring heightened scrutiny of individuals holding the position, based on potential for harm to children, concerns for the safety and security of the people, animals, or property, or heightened risk of financial loss to the CSU or individuals in the university community.
- **MANDATED REPORTER:** Not a mandated reporter.

- **EQUAL EMPLOYMENT OPPORTUNITY:** This University is committed to Equal Employment Opportunity. Applicants will be considered without regard to gender, race, age, color, religion, national origin, sexual orientation, genetic information, marital status, disability or covered veteran status.

H. PHYSICAL DEMANDS & WORK ENVIRONMENT (must be completed):

Indicate the type of physical effort which is essential to the position activities:

- SEDENTARY WORK** – involves mainly sitting; minimal walking and standing; lifting light weight objects limited to 15 pounds.
- LIGHT WORK** – involves mainly sitting, up to 25% standing or walking; lifting medium weight objects limited to 25 pounds.
- MEDIUM WORK** – up to 40% of the activities involve sitting, standing, squatting, kneeling or walking; lifting heavy weight objects limited to 50 pounds; may involve pushing and pulling objects within the weight limits.
- HEAVY WORK** – 50% or more of the activities involve walking, standing, squatting, kneeling or climbing; lifting heavy weight objects which may exceed 50 pounds.

Indicate the type(s) of environmental factors which are essential to the position activities:

- Is exposed to excessive noise
- Is around moving machinery
- Is exposed to marked changes in temperature and/or humidity
- Is exposed to dust, fumes, gases, or radiation, microwave
- Drives motorized equipment
- Works in confined quarters
- Works in high places
- Other:
- N/A

I. SUPERVISION:

Supervision Received: Describe the nature of supervision the employee in the position will receive.

- Direct Supervision - Employee receives immediate, close and regular supervision
- General Supervision - Employee receives some delegation of responsibility and independence
- General Direction – Employee functions independently under broad guidelines
- Administrative Direction – Responsibilities are defined by the scope of the organizational functions; responsible for formulating operational policies for a comprehensive and diversified program; makes top level management decisions. (Management Only)

Name of Supervisor: Dr. Jane Dong	Job (Classification)Title: Dean, School of Natural Sciences, Mathematics & Engineering, Administrator IV
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Supervision Given: List name(s) and title(s) of employee(s) that this position will supervise directly (if applicable):

Name:	Job (Classification)Title:
	Student Assistants

- J. CLASSIFICATION REVIEW REQUESTS:** If this is an existing position that you believe has changed, describe what is different about the assignment in terms of responsibility, complexity, authority, and skill levels. In order to assist you with this analysis, please answer the following questions. **Include organizational chart.** If necessary, attach additional sheets.

1. Which parts of the assignment are the most difficult and/or require the greatest skill to perform? Why? Please give examples.

2. To what extent do the duties of this position involve independent action or require decisions on the part of the person in the position? Which, if any, are the most difficult, and how frequently do they occur?
3. What would be the probable result of a poor judgment, decision, or action by the person in this position? How would these errors be detected? What would be the consequence of the errors?
4. How is work assigned to this position? To what extent does the person in this position have authority to determine what is to be done and when?
5. In what way is the work of this position reviewed? That is, is work spot-checked or is all work reviewed? Are there standardized controls or checks which would normally catch errors made by the person in the position? Please explain.
6. Do you assist in developing departmental policy? If yes, please explain.
7. Does this position have supervisory responsibility? Please specify.

Additional comments: (optional) Clarify duties assigned and/or include any additional information that you think would be helpful in the review of this position.