



A. Position Data

Incumbent: Vacant/Recruitment EmplID: _____ Date: _____
 Working Title: Administrative Support Coordinator Work Direction Given By: _____
 (Lead)
 Department: College Communication and Education Reports To Title: Dean of Communication & Education
 (Appropriate Administrator)
 Division: Academic Affairs College (if applicable): College of Communication and Education
 Reason:
 Vacant Position Classification Review / In Range Progression Revision Performance Evaluation New Hire
 Is this a new position? No

Classification Title: Administrative Support Coordinator I Job Code: 1035
 Position Number: 00004431 Level/Range/Grade: 1
 FLSA Code: Exempt Non-Exempt Time Base: Check box if Intermittent
 Pay Plan: 10/12 month 11/12 month 12/12 month CBU/MOU: R07-Clerical/Administrative CSUEU

B. POSITION PURPOSE

Under general supervision incumbent performs a variety of administrative support functions for the College of Communication and Education (CME) office, as well as direct support for the Dean, Associate Dean, Director of External Relations, and Administrative Analyst/Specialist (AA/S), staff, and faculty. This supports the AA/S for the Retention, Tenure, Promotion and Contract processes, coordinates CME committees, including scholarship and curriculum, oversees purchasing and travel claims for the Dean's Office and the Liberal Studies program, processes student payroll, provides lead work direction for student employees and oversight for front-office, and maintains college calendar. Additionally, this position supports serves as a liaison for Human Resource functions and completes special projects.

SPECIAL REQUIREMENTS OF THE POSITION:

This position as set forth in CSU Executive Order 1083, revised July 21, 2017 is not designated as a required mandated reporter under the California Child Abuse and Neglect Reporting Act.

California State University, Chico, in accordance with CSU policy, requires that the successful candidate complete a background check (including a criminal records check, sexual offender registry check, and/or fingerprinting) prior to assuming this position. Failure to satisfactorily complete or pass the background check may impact the job offer or continued employment of current CSU employees who apply for posted positions identified as sensitive. This position is considered a sensitive position based on CSU guidelines. Incumbent is responsible for the safety and security of Level 1 data, sometimes also referred to as Level 1 protected data. This is confidential information that is in most cases protected by statutes, regulations, or other legal mandates.

The duties of this position will include participation in a decision that may have a material/financial benefit to the incumbent. Therefore, this is a "designated position" under the California State University's Conflict of Interest Code and the incumbent will be required to file a Form 700: Statement of Economic Interest and is subject to the regulations of the Fair Political Practices Commission. (Group/Category: Procurement Card Holder, 2) Note this designation is applicable only if Procurement Card is issued.

C. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

NOTE: This Position Description is intended to give an overview of the essential job functions, the general supplemental functions, and the essential requirements for the performance of this job. It is not an exhaustive list of all duties and responsibilities of this position. Other functions may be assigned as deemed necessary.

Does this position include Work Lead Responsibilities? No

List Functional Category with Responsibilities:

% of Time	Priority Weight
-----------	-----------------

30%	30
-----	----

ADMINISTRATIVE SUPPORT TO THE DEAN AND ASSOCIATE DEAN:

- * Provide full support for the Dean and Associate Dean including but not limited to;
- * Schedule meetings and appointments for Dean and Associate Dean;
- * Maintain Dean and Associate Dean's Calendar - plan, coordinate, set-up meetings, schedule time to complete tasks such as RTP reports and staff evaluations.
- * Review and prioritize incoming correspondence.
- * Prepare, suggest, monitor and track topics for DAC agendas, prepare handouts, and take minutes for the Deans and Chairs (DAC) meeting and other meetings as needed.
- ** Post meeting minutes, handouts, and supplemental documents onto Blackboard Learn.
- * Maintain and track TT search authorizations, IAFs, and AEOs for all departments in CME
- * Coordinate RTP reporting deadlines with the Dean's schedule to ensure deadlines are met and adequate time for review and reporting is achieved.
- * Assist in completion of any reports, correspondence or information by Dean or Associate Dean.

20%	20
-----	----

ADMINISTRATIVE SUPPORT:

- * Answer phones, screen calls, route to appropriate party or take messages.
- * Greet visitors, answer general questions, route to appropriate party or take messages.
- * Distribute department mail.
- * Make copies of documents as required, and file.
- * Track all documents that pass through the Dean's office.
- * Maintain the conference room and RTP Room calendars.
- * Receive Department AWTU requests and organize information in Excel table and summarizing memo for all faculty within the college to support the AA/S in college approval and submitting to the Provost with conflict of interest information.
- * Provide evaluation reminders and instructions to department chairs and others who supervise staff as needed.
- * Maintain driving authorization forms for the Dean, Associate Dean's, and office staff.
- * Provide back-up for AA/S including back-up for Absence Management Self Service.
- * Track inventory and reorder as needed.
- * Coordinate and assist in the planning of the year end and beginning of the year events.
- * Work with the Development office on the other special events.
- * Track and organize other events and awards as needed.
- * Generate and route individual faculty AWTU forms for signature once dean approves of department AWTU plans.
- * Assist in the support of commencement activities.

15%	15
-----	----

WORK LEAD/OFFICE OVERSIGHT:

- * Coordinate hiring, and supervise student employees:
- ** Train the student employee in front office duties, including tracking all documents that pass through the Dean's office, answering phones, greeting customers, distributing mail, and making copies.
- * Responsible for all student payroll functions including entering student time, approving student time and submitting timesheets to student payroll.
- * Responsible for management of student pay to insure amount of time stays within budgeted amounts (workstudy and student assistant time).
- * Track CME staff computer inventory, scheduling replacements when budgets allow.
- * Recruit, manage, and track all College committees. Each fall, send out requests for all internal and external committee members, answering questions, tracking terms and explaining functions and responsibilities of each committee to chairs, faculty and DAC. Maintain and distribute list to departments. Notify AA/S of upcoming positions requiring a college election.
- * Event planning:
- ** Book catering, party rentals, venue, etc. for college events.
- ** Process and complete hospitality expense requests as well as complete purchase orders associated with event.

5%	5
----	---

COLLEGE COMMITTEE MANAGEMENT

- * Work with departments, Dean, Associate Dean and committee to meet deadlines, post, and coordinate an effective system of meeting committee requirements.
- * Coordinate all aspects and updates of CME-level committees, including Curriculum, Scholarship,

List Functional Category with Responsibilities:

% of
Time Priority
Weight

DAC, AURTEC and EPPU.

* Provide communication to departments of college Curriculum Committee meeting dates and facilitate curriculum document routing.

FACULTY CONTRACT PROCESSING AND PERSONNEL FILING:

* Support the AA/S in preparation of semester contracts by:

* Route and track faculty contracts through the signature process.

* Sort and coordinate Student Feedback on Teaching (SFOTs), input into faculty files and share with faculty.

* Filing faculty contracts and change forms to PAFs after routing.

5%	5
----	---

MAINTAIN COLLEGE RESOURCES AND CALENDAR:

* Add and update College Constitution and Handbook for staff and faculty references

** Update both Constitution and Handbook annually after new FPPP comes out; imbed links to specific pages.

* Coordinate with Dean, Associate Dean, and Departments to improve content including a calendar of activities for the college.

* Post college events, activities, meetings, ceremonies, and deadlines online.

5%	5
----	---

PURCHASING AND TRAVEL:

* Prepare purchase requisitions, direct pays, etc. purchased through State and CSE/UF funded purchasing.

* Track and reconcile purchase information.

* Track office supply inventory and order as needed.

* Coordinate requirements of pre-authorized special purchases with department chairs.

* Reconcile order with invoices.

* Review all travel claims and requests for Dean's Office

** Interpret and apply current travel policies and procedures.

** Return paperwork that does not meet current travel policy guidelines.

* Oversee travel coordination and scheduling for the Dean, Associate Dean's, staff, and other as needed.

* Reconcile travel claim processing and reconciliation of expenses.

5%	5
----	---

RETENTION, TENURE AND PROMOTION (RTP):

* Schedule, send reminders, and track RTP deadlines and reports for all levels of RTP process.

** Notify faculty of dossier due dates.

* Track and distribute RTP information, proper forms, and notification memos.

** Notification and copying of all college level reports distributed to faculty members.

* Assist in updating PAF structures per guidance from Faculty Affairs.

* Route RTP signature pages per Faculty Affairs guidelines.

* Receive, log, and track RTP documents such as classroom visits and file to PAF and WPAF after holding period.

* File reports and RTP documents to permanent PAF after RTP cycle.

* Assist in annual cleanup of SFOTs from PAF per Faculty Affairs guidance.

5%	5
----	---

HR LIAISON/SPECIAL PROJECTS:

* Collect, track, and process time sheets for faculty and staff throughout the entire college.

* Update and distribute Attendance Certification reports to department offices; track and report updates.

* Complete monthly payroll signature form, meet payroll deadline, and identify issues.

* Complete special support for projects and department programs as needed.

* Complete Dean's list letter and certificate updates.

* Complete special mailings and flyers as needed.

* Provide support for surveys, tracking and organizing data.

* Independently track equipment inventory including submitting all paperwork to add, remove, move, and surplus inventoried property.

*Track staff performance evaluation due dates and remind supervisors of upcoming staff

5%	5
----	---

List Functional Category with Responsibilities:

% of
Time Priority
Weight

performance evaluations. Route evaluations for signature and submit to HR once received.

SCHOLARSHIP AND OUTREACH

- * Track thank you cards for all CME Donations.
- * Coordinate with scholarship office to confirm scholarship recipients and notify scholarship donors of recipients.
- * Use appropriate electronic platforms to manage the CME scholarship process.

5%	5
----	---

Total should equal 100% Time and 100 Weight Total

100%	100
------	-----

D. GENERAL GUIDELINES AND EXPECTATIONS

1. Represents the University promoting a positive public image.
2. Acknowledges, respects, and values each individual.
3. Applies the highest standard of excellence to the delivery of service to our customers and community.
4. Demonstrates an open, participatory, team-oriented style; working cooperatively toward the achievement of your department's mission and goals; and demonstrating flexibility and adaptability regarding changes.
5. Keeps commitments. Notifies supervisor if a deadline cannot be met by describing what measures can be taken to correct the situations.
6. Maintains knowledge and skills at a level necessary to perform work.
7. Adheres to established work hours including starting time, and lunch and rest breaks. Provides appropriate planning and notice for all absences.
8. Is fiscally responsible with the organization's equipment, property and funds.
9. Adheres to the highest level of professionalism by demonstrating honesty, integrity and reliability. Encourages others to act in this professional manner.
10. Demonstrates the ability to effectively establish and maintain cooperative working relationships with a diverse multi-cultural environment.

Additional Guidelines and Expectations

E. QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires the ability to effectively establish and maintain cooperative working relationships within a diverse multicultural environment.

1. Demonstrated Knowledge, Skills and Abilities

Must have the knowledge, skills and abilities to perform the responsibilities of this position as stated in the sections for Essential Functions and Responsibilities, Work Lead Responsibilities (if applicable) and General Guidelines and Expectations.

KNOWLEDGE:

Incumbent must possess:

Thorough knowledge of:

- ** English grammar, punctuation and spelling.
- ** Office methods, procedures and practices.

- * Fluency in using standard office equipment (computers, copiers, phones) and standard office software packages such as, Microsoft Office (Word, Excel, and Outlook) and related computer software packages.
- * General working knowledge of applicable University infrastructure, policies, and procedures.
- * Working knowledge of budget policies and procedures.

SKILLS:

Incumbent must possess:

- * Active problem solving and effective interpersonal skills as work often involves frontline contacts with a variety of campus and community individuals.
- * Demonstrated competence in understanding, interpreting, and communicating procedures, policies, information, ideas, and instructions.
- * Demonstrated competence in effectively presenting standard information in writing.

* Typing and keyboarding skills.

ABILITIES:

Must have the ability to:

- * Learn, independently interpret, and apply a wide variety of complex policies and procedures, and be able to identify deviations from applicable policies.
- * Apply independent judgment, discretion, and initiative to address problems, participate in developing practical, thorough and, at times, creative solutions.
- * Respond to routine inquiries and explain standard policies and procedures to others.
- * Identify and solve standard problems where policy and procedures are referenced and refer more complex problems to appropriate staff.
- * Perform standard arithmetic calculations of a transactional nature, including tracking and comparing data.
- * Use standard office equipment as well as quickly learn to use new office support technology systems and software packages.
- * Work with and maintain integrity of confidential and sensitive information and materials with tact, discretion, and diplomacy.
- * Perform duties as assigned.

2. Education and/or Experience

This position requires a fully functional knowledge of and skill in standard office procedures and practices, as well as an ability to understand and operate in a variety of organizational structures. These qualifications, and those listed above, would normally be obtained through completion of a high school program, technical/vocational program, or their equivalents combined with three years of related office work experience.

F. PHYSICAL REQUIREMENTS

The physical requirements described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent/applicant will need to be able to perform the essential job functions (duties) of this position with or without reasonable accommodation. This position alternates between remaining in a stationary position operating a personal computer for long periods of time and frequently moving about inside the office. Must be able to travel across campus to other offices and buildings for meetings and events. Also refer to the Physical Requirements & Work Environment form regarding this position.

G. WORK ENVIRONMENT

Work is performed in a typical office environment operating standard office equipment. Also refer to the Physical Requirements & Work Environment form regarding this position.

H. PREFERENCES - This section is for recruitment purposes only

Please indicate what special skills, education or knowledge are preferred.

I. ADDITIONAL RECRUITMENT INFORMATION - This section is for recruitment purposes only

APPROVAL

In Order of Approval

Incumbent: _____ Date: _____

Appropriate Administrator: _____ Date: _____

Vice President (or Designee): _____ Date: _____

Classification/Compensation: _____ Date: _____