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|  | Date Revised: 11/2/2023       |
| STAFF Position Description |

**Instructions:** C*omplete this form for all staff positions. The form is also used to request a classification review of a currently filled position, or to update a position description with no review requested. After completion of the form, a signed copy should be given to the employee (if the position is filled), one copy forwarded to the Office of Human Resources, and the original electronic version maintained by the department.* [NOTE: This form is unlocked; you will need to **Ctrl + Click** to open links.]

**A. Action Requested**

[ ]  Request a New position OR [x]  Fill a Vacant position *(Must initiate through online recruitment)*
[ ]  Initiate a Classification Review for a filled position

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| **Requestor:** [ ]  Employee OR [ ]  MPP Administrator  | **Name:**     |

[x]  Update an existing position description *(no review requested)*

[ ]  New Employee/Appointment acknowledgment of the position description *(no review requested)*

 *(Employee should be given full position description within one week of start date)*

**B. Current Information**

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| **Name of current incumbent:** *(if filled* | **Employee ID #:**       |
|  *Or if vacant*, *name of previous incumbent*:       |
| **Classification Title:**  Administrative Support Coordinator      | **Job Code:** 1035       | **Grade:** 1  | **Position #:**  99739490     |
| **Working Title:** *(optional*)Administrative Support Coordinator  | **FLSA** **Status:** Nonexempt*(See link to* ***CSU FLSA/Job Code List****)* |
| **Department ID:**  10158     | **Department Name:**    Biology   | **Time Base:** 1.0 |
| **Lead** *(Staff lead, if applicable)***Name:**   Vickie Everhart | **Classification Title:** Admin Analyst/Specialist  | **Working Title:** Admin Analyst/Specialist     |
| **MPP Administrator/Department Chair** *(Reports To)***Name:**  Dr. Cheryl Courtney Hogue | **Working Title:**    Biology Department Chair  |

*Please attach an org chart, if requesting a reorganization (current and proposed) (See link to* ***Campus Org Chart****)*

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| **Is this a sensitive position as designated by the CSU?** [x]  Yes [ ]  No *(See link to* ***Sensitive Positions Table***) |

 **C. Position Purpose** *(Hint: Complete Section D. first and then summarize position’s purpose; typically between 2 to 5 sentences)*

*Please briefly describe the primary function, nature, and scope of the position.*

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| Under general supervision of the Department Chair, and lead by the Administrative Analyst/Specialist (AA/S) coordinates the administrative support functions for the department; performs, maintains, tracks and processes administrative tasks such as: departmental HR transactions, schedule of classes and financial tracking. Serves as a resource in Departmental HR and Payroll processing, troubleshoots, and generates accurate reports. |

**D. Major Duties**

*Describe each major set of responsibilities assigned to this position (typically 4 to 7) listing them in order of importance. Indicate the approximate percentage (minimum of 5% for a given major duty, with the total equaling 100%) of time spent in each area of responsibility, estimated over a year timeframe. Miscellaneous or other duties as assigned should be 5%.*

*Indicate duties, which are “****essential functions****” by checking the Essential box in the right column (15% or greater to be considered essential).*

*The Americans with Disabilities Act (ADA) provides that there shall not be a barrier to employment for an otherwise qualified disabled individual who is able to perform the “****essential functions****”, which is intrinsic to the work.* ***A function may be essential because******1)*** *the position was established to perform the function;* ***2)*** *a limited number of employees are available to perform the function; and/or* ***3)*** *removing the function would fundamentally change the position.  (Example: A receptionist must be able to respond to in-person, telephone and electronic inquiries).*

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| **Description of Duties**  | **% of TimeTotal = 100** | **Essential (Minimum 15%)**  |
| **Department Human Resources Support****Payroll*** Processes the hiring of Teaching Associates and Graduate Assistants, tutors, ISA’s, student assistants, and work-study students through SOLAR HR module for Fall, Spring, and Summer (over 100 students/per semester). Process PAR’s for hiring GA/TA’s for summer sessions 2 and 3.
* Process absences for all faculty, staff, and GA/TA’s. Work with Department Chair, Associate Chair, Department Graduate Coordinator, and Admin Analyst/Specialist to hire over 80-100, TA/GA/ISA and Tutors using SOLAR/HR or PARs.
* Process appointment letters and job description each semester. Processes MPC (Master Payroll Certification), verifies and make corrections when needed. Process monthly Absence reports, and Master payroll for over 150 employees and over 20 Student Time-Sheets for payroll, using SOLAR.

**Recruitment*** Assists the Department Chair in establishing an effective recruitment process for hiring tenure-track, part-time faculty, special consultant, and staff positions; process the job advertisements for many organizations (internal and external).
* Coordinates and processes all transactions associated with hiring tenure-track, part-time faculty, special consultant, and staff positions including processing Tenure-Track faculty job opening, advertising, hiring and sign-up paperwork.
* Processes job opening and hiring paperwork for Staff, Lecturers, Research Assistant, Post Doc and Student Assistants using CHRS Recruitment/SOLAR HR. Processes Temporary staff appointment renewals and separation.
* Resource person for University and HR policies and procedures for hiring staff and students. Assure that all appropriate affirmative action procedures are followed.
* Assists the Search and Screen Committee and process recruitment plan, AA-1. Assures that all appropriate affirmative action procedures are followed. Processes final hiring documents according to the Faculty Affairs procedures.
* Works closely with HR and uses CSU classification and qualification standards and salary schedules for staff position openings and new hires.

**Lecturers**:* Processes the hire of lecturers using PTF module, monitors and maintains accurate records of Lecturers’ workload, entitlements, rank elevations, salary increases, hiring needs and the renewal of lecturer appointments. Interacts with Faculty Affairs, Equity and Diversity and HR departments.
* Processes PARs for lecturers’ appointment changes.
* Maintains and updates data for Lecturer entitlement, teaching units, release time and class visitation.
* Processes appointment letters for Lecturers each semester, using reports generated by AA/S.

Stores and updates data for reference, share data using BOX and share folders. | 50     | [x]  |
| **Financial Support:** * Process field study budget work-sheets; collect data from faculty, updates the Field Study Fees, makes changes and submits to Academic Resources Center to be posted in the Schedule of Classes. Processes and generates annual Student Fee Accountability reports for Field Study courses, Tropical and Catalina semester.
* Keeps track of student assistant and work-study students’ payroll using financial module and PEAs report, process time sheets, generate monthly reports.
* Student Award/Foundation Accounts- keeps track of each account and update balances.
* Processes and pplies accurate chartfiled for each petty cash receipt. Distributes petty cash to faculty and staff.
* Assists the graduate and undergraduate student award committees; collects the student awardee names, process the award letters, checks, plaques and certificates. Keeps a record and history of the department and college student awardees.
* Maintains a report of Department Work-Study Budget and tracks expenditures.
* Processes additional pay for faculty and staff using SOLAR.
* Processes on-line requisitions and chargebacks using SOLAR Financial.
* Processes TUC and Foundation check request and purchase orders for faculty.
 | 20     | [x]  |
| **Schedule of Classes*** Assists Department Chair and Associate Chair to build Schedule of Classes for Summer, session 2 &3, make changes and track low enrollment classes after the census.
* Under general direction of the Department Chair, and Associate Chair, and departmental Analyst, builds fall and spring semester SOC (schedule of Classes) ensuring the attributes for online class, iPad, field Study, S4 and Service Learning are posted correctly. Enters class notes, ensure class times comply with the standard meeting patterns, enter the APDB mapping values and work with the Dean’s Office and Room Reservation for room allocations issues.
 | 15 | [x]  |
| **Other Administrative work:** * Coordinate and provide adminsitrtive service for over 8,000 enrolled students/1,400 majors, over 82 employees, and over 80 Teaching Associate and Graduate Assistants.

**Front Desk/Student Support:*** Front office/back up person. Triages and guides students, faculty, staff and visitors’ questions, either by phone, in-person, or by email. Works with Biology Advising Office, troubleshoots various types of problems or concerns related to student enrollment, permission numbers, etc.
 | 10    | [ ]  |
| Performs other duties as assigned. | 5 | [ ]  |

**E. Physical and Cognitive Demands; and Environmental Conditions**

*Check the appropriate box for each of the following items that most accurately describes the minimum extent of the specific activity performed by this position. Based on a typical workweek.*

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| **PHYSICAL DEMANDS** | **Greater than****50%** | **Less than** **50%** | **N/A** |  |  | **Greater than****50%** | **Less than** **50%** | **N/A** |
| 1. Key Boarding and Mousing
 | [x]  | [ ]  | [ ]  |  | 1. Lifting or Carrying
 |  |  |  |
| 1. Repetitive Motion of upper extremities
 | [x]  | [ ]  | [ ]  |  | 1. Up to 10 lbs.
 | [ ]  | [x]  | [ ]  |
| 1. Hearing
 | [x]  | [ ]  | [ ]  |  | 1. Up to 25 lbs.
 | [ ]  | [x]  | [ ]  |
| 1. Sight
 | [x]  | [ ]  | [ ]  |  | 1. Up to 50 lbs.
 | [ ]  | [ ]  | [x]  |
| 1. Sitting
 | [ ]  | [x]  | [ ]  |  | 1. Over 50 lbs.
 | [ ]  | [ ]  | [x]  |
| 1. Standing
 | [ ]  | [x]  | [ ]  |  | 1. Pushing or Pulling
 |  |  |  |
| 1. Walking
 | [ ]  | [x]  | [ ]  |  | 1. Up to 10 lbs.
 | [ ]  | [ ]  | [x]  |
| 1. Bending *(from waist or neck)*
 | [ ]  | [x]  | [ ]  |  | 1. Up to 25 lbs.
 | [ ]  | [ ]  | [x]  |
| 1. Climbing *(Ladders, stairs or stools)*
 | [ ]  | [x]  | [ ]  |  | 1. Up to 50 lbs.
 | [ ]  | [ ]  | [x]  |
| 1. Stooping, Kneeling, or Squatting
 | [ ]  | [x]  | [ ]  |  | 1. Over 50 lbs.
 | [ ]  | [ ]  | [x]  |
| 1. Reaching
 | [ ]  | [x]  | [ ]  |  |  |  |  |  |

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| **ENVIRONMENTAL CONDITIONS** | **Greater than****50%** | **Less than** **50%** | **N/A** |
| 1. Inside *(Typical office environment)*
 | [x]  | [ ]  | [ ]  |
| 2. Elevated Work *(Raised platform/scaffold)* | [ ]  | [ ]  | [x]  |
| 1. Extreme Temperature *(hot or cold)*
 | [ ]  | [ ]  | [x]  |
| 1. Outdoor
 | [ ]  | [ ]  | [x]  |
| 1. Hazards
 | [ ]  | [ ]  | [x]  |

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| **OTHER**  *Describe any additional demands/conditions or special circumstances (including special schedules) that are pertinent to the position.* |
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**F. Equipment** *List any special software and machines, tools, and equipment used on a regular basis.*

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| **Type**  | **Purpose and Desired Results**  |
| *Example A1) Lawn Mower Example B1) Microsoft Word* | *Example A2) Mowing grass Example B2) Create or update documents* |
| SOLAR Financial and HR      | PowerPoint |
| SOLAR SA (SOC, Student Inquiry) | Outlook |
| Microsoft Word | Canvas |
| Excel |       |

**G. Training and/or Licenses; and Additional Experience, Knowledge, Skills, and Abilities**

**(A). Training and/or Licenses:** *List required and preferred training, licenses or certifications. If a license is required for any position outside of the* *CSU Professional License Table**, a justification must be provided in description.* ***\*****Any CSU/CSUN “Required” training will be provided after starting the appointment.*

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|  | **Required** | **Preferred** | **N/A** |
| **\***CSU Sexual Harassment Prevention / Title IX / Data Security Training *(Required for ALL employees)* |  |  |  |
| **\***CSUN Procurement Card (P-Card) Training | [x]  | [ ]  | [ ]  |
| **\***CSUN Defensive Driver Training  and Powered Cart/Low Speed Vehicle Safety Training (if appl) | [ ]  | [x]  | [ ]  |
|       | [ ]  | [ ]  | [ ]  |
| **(B). Additional Experience, Knowledge, Skills, and Abilities:***List additional knowledge, skills, abilities and unique experience. Human Resources will determine the minimum qualifications based on the CSU Classification Standards.* |
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**H. Lead or Oversight of Other Positions**  [ ]  Yes [x]  No (Please list below) *List positions (including Student Assistants and Volunteers) that incumbent will lead, oversee or provide direct or general work direction, if applicable. (Generally, non-MPP Staff may lead, oversee, coordinate, and provide input for hiring and evaluations to MPP Administrators. Management and supervision authority is held at the MPP Administrator level.):*

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| **Working Title** *(if applicable)* | **Classification Title** | **Position Number(s)** |
|       |       |       |

**I. Changes in Position**

*Summarize the changes (including minor updates, additions, and removals) that have been made to the position since it was last reviewed.*

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**J. Signatures** *(Print, sign and date below)*  **EMPLOYEE** (*Acknowledgement of reading and receiving a copy of this job description*)

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| **Employee:**  | **Signature:**  | **Date:**  | **Extension:** **3356** |
| **LEADS / MPP ADMINISTRATORS** (*Acknowledgement that the information is accurate*) |
| **Non-MPP Lead:** *(if applicable)***Vickie Everhart, AA/S** | **Signature:**  | **Date:**  | **Extension:** **3356** |
| **1st level MPP Administrator/Dept. Chair:** *(required)* **Cheryl Courtney Hogue-Department Chair** | **Signature:**  | **Date:**  | **Extension:** **3356** |
| **2nd level MPP Administrator:** *(if applicable)* **Thomas Chavez/DFO** | **Signature:**  | **Date:**  | **Extension:**  |
| **3rd level MPP Administrator:** *(if applicable)* | **Signature:**  | **Date:**  | **Extension:**  |
| **4th level MPP Administrator:** *(if applicable)* | **Signature:**  | **Date:**  | **Extension:**  |