

CALIFORNIA STATE UNIVERSITY, FRESNO

Position Description Form

Employee Name:	_____	Fresno State ID#	_____
Classification:	<u>Administrative Support Coordinator I</u>	Working Title:	<u>Administrative Support Coordinator</u> <u>Communicative Sciences & Deaf Studies</u>
Prepared By (MPP/Chair):	<u>Chair</u>	Department:	<u>(CSDS)</u>
Bargaining Unit:	<u>R07</u>	FLSA Status:	<u>Non-Exempt</u>
		Date Prepared:	<u>7-2024</u>

POSITION DESCRIPTION

Overview:

Under the supervision of the department chair, the primary purpose of this position is to provide administrative support to the department chair and faculty and perform ongoing coordination and lead direction of two support staff (ASA II) in the Communicative Sciences and Deaf Studies Department. The Administrative Support Coordinator I is expected to use general office equipment and office support technology and systems, including word processing, spreadsheets, and use of online systems to enter data and generate reports.

Major Duties of the job include:

- Coordinate the department office including providing lead support to two ASA II staff as well as student assistants.
- Monitor workflow and completion of work assigned to support staff.
- Serve as timekeeper for the department and review all PeopleSoft monthly attendance entries for department chair's approval.
- Process monthly student assistant pay in PeopleSoft.
- Manage and process part-time faculty contracts, teaching associates contracts and graduate assistant contracts.
- Monitor the department webpage to ensure accuracy and maintain current materials on all student and faculty organization boards under the direction of the Department Chair.
- Working with the department chair to prepare, maintain, and enter the academic schedule of courses into PeopleSoft every semester.
- Maintain and process department's budget and fiscal records and associated state and foundation paperwork/forms. Create and maintain spreadsheets tracking budget and balance spreadsheets using BETR, PeopleSoft Financials, MS Excel, Rumba and any other appropriate software. Review, analyze, and make recommendations on budgetary affairs of the department, consult with and advise department chair and dean's office. Analyze budget requests and perform continuous budget review of expenditures.
- Generate purchase requisitions.
- Manage and process all departmental travel requests and expense reports in Concur.
- Assist chair/personnel committee with faculty and staff recruitment. Create and maintain files and database for faculty searches, provide support to search committees and department chair throughout the recruitment and process necessary paperwork for recruiting and hiring faculty using PeopleSoft.
- Assist with hiring and training student assistants.
- Assist with ensuring faculty are assigned their full workloads every semester and compare to FAD report and make corrections as needed.
- Prepare and assist with curriculum proposals and maintain department curriculum records.
- Review and process annual catalog copy.
- Assist with the RTP process as needed by distributing deadline materials, supporting candidates by providing information and ensuring that any evaluation documentation is submitted to faculty open personnel files prior to deadlines.
- Coordinate faculty office and telephone moves.
- Coordinate faculty peer evaluations.
- Prepare and process student evaluations of teaching and assist the chair in documentation of evaluations.
- Prepare agendas and record minutes for department staff meetings on a regular basis with the department chair.
- Maintain department faculty meeting minutes in appropriate electronic and hard copy files.
- Collect data for preparation of annual reports.
- Collect data and prepare reports for program accreditation and/or credentialing bodies.

This position description is not an employment agreement or contract. Management has the exclusive right to alter this Position Description. Notification of changes will be provided to the employee consistent with the applicable bargaining agreement.

CALIFORNIA STATE UNIVERSITY, FRESNO
Position Description Form

- Serve as Safety Coordinator for department.
- Schedule special meetings and events such as retreats, department functions and faculty meetings (arrange rooms, order food, check timetables, etc.)
- Assist department chair to complete projects in a timely manner.
- Submit and track facilities service requests.
- Independently compose correspondence and standard reports and assist department chair with correspondence and reports when necessary.
- Independently handle multiple tasks and projects, including assisting faculty with problems and troubleshooting to provide them with creative solutions in a short period of time.
- Work independently, but also as a team leader and member to enable the department to function smoothly and efficiently.
- Review department procedures and make recommendations for change when needed.
- Use good judgment and discretion, independently interpret and apply complex policies and procedures with or without specific guidelines, use a detailed knowledge of university infrastructure when needed.
- Assist students with departmental and university paperwork, policies, and procedures.

Secondary Duties of the job include:

- Provide backup clerical and administrative support as needed and in the absence of other Administrative Support team members.
- Perform any other duties and/or tasks as assigned or needed.

Supervisory Responsibility:

Who supervises this position:	Department Chair
Who is responsible for completing the performance appraisal:	Dean/Associate Dean, in collaboration with the Department Chair
What other classifications does this position provide leadwork oversight:	Student Assistant(s)

Knowledge, Skills & Abilities:

Knowledge of:

- Thorough knowledge of office methods, procedures, and standard practices, including principles of customer service.
- Thorough knowledge of English grammar, spelling and punctuation.
- Knowledge of office systems and ability to use office technology, equipment, systems, and software packages (Microsoft Office Suite, Google applications, Adobe).
- Working knowledge of budget practices and procedures.

Skill/Ability to:

- Ability to communicate clearly both orally and in writing and draft/compose correspondence and standard reports.
- Excellent interpersonal skills at all levels with the ability to work effectively as part of a team and contribute to a collegial work environment.
- Ability to analyze data, perform standard business math, such as calculate ratios and percentages, track financial data, and make accurate projections.
- Learn and interpret a wide variety of complex operations and academic policies and procedures and support the mission of the department, school, and university.
- Work independently and use sound judgment and discretion in establishing effective business processes and meeting deadlines.
- Independently organize and prioritize multiple work assignments and projects required in all major duties and responsibilities.
- Use and quickly learn new office support technology systems and software packages.
- Demonstrated ability to communicate effectively across cultural boundaries and work harmoniously with diverse groups of students, faculty, and staff.

This position description is not an employment agreement or contract. Management has the exclusive right to alter this Position Description. Notification of changes will be provided to the employee consistent with the applicable bargaining agreement.

CALIFORNIA STATE UNIVERSITY, FRESNO
Position Description Form

- Effectively handle a broader range of interpersonal contacts, including those at a higher level and those sensitive in nature.
- Troubleshoot most office administration problems and respond to all inquiries and requests related to campus wide programs.
- Work in a fast-paced, teamwork orientated work environment and adjust priorities and be responsive to short-notice requests.
- Work with students, faculty, staff and the general public from diverse ethnic, cultural, and socioeconomic backgrounds.
- Ability to provide lead direction to others.

Education and Experience:

- High School diploma or equivalent
- Three years of progressive responsible clerical experience including at least one year in an administrative support capacity with a wide variety of duties and responsibilities.

Preferred Skills:

- Advanced skills in an office automation software including word processing (Microsoft Word), electronic spreadsheets (Microsoft Excel), database, web access, e-mail software, electronic calendars, and generating brochures/flyers.
- Thorough and detailed knowledge of applicable university infrastructure, policies, and procedures.
- Knowledge of PeopleSoft in the areas of Student Administrative, HR, Curriculum Management, Financials, Temporary Faculty.
- Experience using Google Calendar.
- Knowledge of American Sign Language preferred.
- Experience working with Deaf persons and persons with disabilities.

SPECIAL CONDITIONS OF EMPLOYMENT AND POSITION DESIGNATIONS:

- The person holding this position is considered a “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 as a condition of employment.
- This position will have a duty to report to the Campus Title IX Officer information pertaining to victims of sex discrimination, sexual harassment, sexual misconduct, dating/domestic violence, and stalking as required by [CSU Executive Order 1095](#).

CALIFORNIA STATE UNIVERSITY, FRESNO

Position Description Form

Employee Name: _____ Position: Administrative Support Coordinator I
 Department: Communicative Sciences & Deaf Studies Date Prepared: 7-2024

WORKING ENVIRONMENT

Check the appropriate box which most accurately describes the extent of the specific activity performed by the employee on a daily basis. If the activity is performed less than one (1) hour each day, check the N/A box.

PHYSICAL EFFORT

	Number of hours/day						Number of hours/day				
	N/A	1-2	3-4	5-6	7+		N/A	1-2	3-4	5-6	7+
1. Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	12. Lifting or carrying					
2. Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A. 10 lbs. or less	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Walking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B. 11 to 25 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Bending Over	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	C. 26 to 50 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Crawling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	D. 51 to 75 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Climbing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	E. 76 to 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Reaching overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F. Over 100 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Crouching	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13. Repetitive use of hands/arms	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Kneeling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14. Repetitive use of legs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Balancing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15. Eye/hand coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11. Pushing or pulling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
						Yes	No				
16. Driving cars, trucks, forklifts and other equipment						<input type="checkbox"/>	<input checked="" type="checkbox"/>				
17. Being around scientific equipment and machinery						<input type="checkbox"/>	<input checked="" type="checkbox"/>				
18. Walking on uneven ground						<input type="checkbox"/>	<input checked="" type="checkbox"/>				

MENTAL EFFORT

	Number of hours/day				
	N/A	1-2	3-4	5-6	7+
1. Directing Others	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Using math/calculations	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Talking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Working at various tempos	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Concentrating amid distractions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Remembering names	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8. Remembering details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9. Making decisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10. Working rapidly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11. Examining/observing details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12. Discriminating colors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ENVIRONMENTAL FACTORS

	Number of hours/day				
	N/A	1-2	3-4	5-6	7+
1. Inside	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. Outside	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Humid	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. High places	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Hot	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Cold	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Dry	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Wet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Change of temp	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Dirty	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Dusty	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Odors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Noisy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Working with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16. Working around others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17. Working alone	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>