

POSITION DESCRIPTION

Position descriptions are the foundation for recruiting, classification decisions and performance evaluations. A position description is maintained in Human Resource Management for all staff and management employees describing current job duties and responsibilities. Position descriptions should be updated as needed to reflect current duties and submitted to Human Resource Management for review. New employees should review and discuss their position description with their Appropriate Administrator.

Action Requested: *Organizational Chart required for all actions.*

- Review of a new or vacant position
- Initiate a classification review
- Update an existing position description (no review requested)

Name of incumbent (if filled position):		
<i>If vacant, name of previous incumbent:</i> Reyna Emily Real Lagunas		
Working Title: Department Coordinator, Child Development		
Classification Title: Administrative Support Coordinator I		
Department Name: Child Development		Division: Academic Affairs
Appropriate Administrator/Supervisor Title: Associate Dean, College of Health, Human Services and Nursing		
Position Number: 00004418	Job Code: 1035	Grade Level: 1
Time Base: 1.0	FLSA Status: Non-Exempt	

Position Summary: *In a few sentences, briefly describe the primary function of the position.*

Under general supervision of the Associate Dean and in collaboration with the Department Chair for Child Development, the incumbent's primary duties involve moderate to complex clerical work assignments in support of the Child Development Department. Assignments include planning and coordinating work activities with relative independence, communicating effectively, and meeting deadlines. The incumbent will utilize a full range of office support technology and systems to enter data, generate reports, and maintain databases. Work often involves front line contacts with a variety of campus and community individuals requiring active problem solving and effective interpersonal skills.

Major Duties:

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

Indicate duties, which are "essential functions" by checking the Essential Function box in the right column.

*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).*

Description of Duties	% of Time Total = 100	Essential Function
Provides all clerical and administrative support functions in the Child Development Department. <ul style="list-style-type: none"> • Functions as a primary point of contact for the Child Development Department. • First point of reference (in person, email, phone) to all incoming inquiries about the Child Development program. • Provides clerical and administrative support to the department. • Provides support and assistance to the department chair and all faculty. 	60%	<input checked="" type="checkbox"/>

<ul style="list-style-type: none"> • Coordinates with the bookstore to process textbook adoptions for faculty and coordinates with publishers for desk copy requests, following proper procedures and campus policies. • Coordinates with various offices to reserve conference rooms for department events and meetings. • Receives and processes various program forms for students and faculty. • Assists department chair with course scheduling and enrollment. • Coordinates general maintenance requests with Facilities Services. • Runs various reports to maintain the department listserves (student and faculty). Coordinates with IT to update and maintain the Child Development listserves. • Assists with administrative aspects of full-time and part-time faculty searches. • Sets up and coordinates appointments with different parties. • Troubleshoots department technology problems and inquiries, logging help desk tickets with IT when necessary, and follows up with the tickets when necessary. • Maintains inventory of office supplies and coordinates with the Dean's Office to order office supplies following university guidelines and procedures. • Maintains and upkeeps the CDV Master Calendar. • Collects, saves, and tracks syllabi and faculty directory cards. • Runs various reports and summarizes/analyzes the reports to maintain department databases (e.g., Honors in Major, Number of Degree Conferred). • Assists with administrative aspects of department events and meetings. • Provides high quality customer service to staff, faculty, students, and community partners. • Catalogs, distributes, and maintains files for the Child Development Department. • Troubleshoots office administration problems and responds to inquiries and requests related to problems (e.g., faculty offices, classrooms, technologies) by making appropriate referrals to appropriate individuals or departments/programs/offices. • Coordinates with the Student Success Center and Dean's Office for student petitions. • Provides administrative support to Department Committees: <ul style="list-style-type: none"> o Runs degree conferred data. Emails graduate surveys annually to eligible students. Monitors the submissions and sends reminder emails to students that have not completed the surveys. o Runs the list of students enrolled in CDV320. Emails Foundation Quiz to enrolled students every semester. Sends reminder emails to students. o Emails alumni surveys to eligible alumni biannually. Monitors the submissions and sends reminder emails to students who have not completed the surveys. o Creates surveys and summarizes the responses when needed. o Updates/digitizes as needed all department forms according to program modifications, updates, and changes. • Posts Enrollment Requirement Checking (PERC). • Tracks department expenditures and maintains a record of the department budget/expenses. • Analyzes, reviews, and updates the Child Development website (CM1 editor) and forms. 		
<p>Fieldwork/Practicum Support</p> <ul style="list-style-type: none"> • Provides administrative support for fieldwork and practicum courses including maintaining and scanning student paperwork required for fieldwork courses. • Prepares student letters indicating fieldwork/practicum completion. • Assists the department in initiating and renewing the contracts with community partners. • Submits the contracts to procurement. • Assists the department in collecting survey results from students about the sites. 	25	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> • Provides administrative support for New Student Orientation including preparing welcome packets, PowerPoint presentations, and email templates as needed to comply with university policies and procedures. • Collects, tracks, and saves all digitized CDV Program Plans from students. 	10	<input type="checkbox"/>
<p>Other duties as assigned</p>	5	<input checked="" type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

		<input type="checkbox"/>
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Changes in position: *If this is an existing position that you believe has changed, what specific duties or responsibilities have been changed, added to, or removed since the position was reviewed previously or since the incumbent was assigned?*

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

Light Work - involves mainly sitting with up to 25% of the activities involving regular standing or walking; involves lifting of medium weight objects limited to 25 pounds.
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Environmental Factors: *Indicate the type(s) of environmental factors which are essential to the position activities:*

<input checked="" type="checkbox"/> Inside (Typically Office Environment) Frequency: <u>Constantly - Essential</u>	<input type="checkbox"/> Extreme Temperature (hot/cold) Frequency: Choose an item.	<input type="checkbox"/> Elevated Work (Raised platform/scaffold) Frequency: Choose an item.
<input type="checkbox"/> Outdoor Frequency: Choose an item.	<input type="checkbox"/> Hazards Frequency: Choose an item.	

Supervision Received: *Indicate the level of supervision received by the position from the Appropriate Administrator.*

General Supervision - some control over administrative or technical aspects of work; definite work objectives are set, but the methods of performing tasks are frequently left to the judgment of the employee with the supervisor providing occasional advice.

Supervision Exercised: *Indicate the type of supervisory responsibilities that are associated with the position.*

No responsibility for supervising the work of others.

Specialized Materials: *The position may require the use of the following equipment, machinery, tools, vehicles or office equipment:*

NA

Special Working Conditions: *List any overtime requirements, 24/7 on-call, work schedule, etc.*

NA

Knowledge, Skills, and Abilities:

Knowledge of: -Thorough knowledge of correct English grammar, spelling and punctuation; -Thorough knowledge of office systems and ability to use a broader range of technology, systems, and packages; -Knowledge of records management. Ability to: -Ability to perform standard business mathematical functions, including tracking and comparing data; -Ability to establish and maintain effective working relationships, and handle sensitive and confidential situations; -Ability to coordinate multiple different tasks; -Ability to communicate effectively both written and orally; -Ability to independently handle multiple work unit priorities and projects. Skill in: -Skill in using the following software applications: Excel, Word, Outlook, PowerPoint and Access; -Skill in administrative organization, calendar maintenance, planning meetings and events; -Interpersonal skill set and high level of detail-oriented work.

Experience and Education:

High school program, technical/vocational program, or their equivalents combined with several years of related office work experience, equivalent to three (3) years.

Preferred Qualifications and/or Specialized Skills and Abilities: (if none, write N/A):

NA

Signatures (*Acknowledgement that the information is accurate*)

Name of Employee:	Signature:	Date:
Name of Supervisor/Dept. Manager: Enrique Ortega	Signature:	Date:

For HR Use Only

Classified By: Dolores López Date: 9/23/2024

- General Reporter Limited Reporter Background Check Fingerprints Physical Exam
 Driver's License Conflict of Interest MPP Job Code _____