



POSITION DESCRIPTION

Department: American Indian Studies
Working Title: Administrative Coordinator
Job Code: 1035
Time Base: 1.0
Position Number: 00006333
Union / Unit (if applicable): California State University Employees' Union (CSUEU) / Unit 7

Position Reports To: Assoc Dean of Budget & Ops, CHABSS
Classification: Administrative Support Coordinator I
Range Code: 1
Exempt or Non-Exempt: Non-Exempt
Last Update: 09/12/2023

PURPOSE OF POSITION:

Under the general supervision and lead direction of the Department Chair/Program Director, the Administrative Coordinator is responsible for independently coordinating the full range of administrative support functions for the American Indian Studies Department. Duties include but not limited to the coordination and oversight of office operations, budget planning, accounting, purchasing, and processing personnel transactions.

MAJOR RESPONSIBILITIES:

	<u>% of Time</u>
1. Coordination of Administrative Functions and Office Operations	35%
2. Budget Planning and Accounting	25%
3. Arranging Events, Activities, Publicity and Promotion – Including Social Media	30%
4. Student Information	10%

LIST OF TASKS FOR EACH MAJOR RESPONSIBILITY:

1. Coordination of Administrative Functions and Office Operations

- Assist in the development and implementation of office policies, procedures, and practices to ensure compliance with university policies and practices.
- Maintain continuity and adherence to policies, procedures, and practices in Department/Program Office.
- Maintain written procedures.
- Consult with Department chair/Program Director regarding policy decision or procedural conflicts between Department practice and University.
- Serve as departmental resource for faculty and staff for communicating and training in clerical processes and clerical staff responsibilities.
- Establish and maintain current and archival department files.
- Serve as information resource and respond to inquiries from students, staff, faculty, and the general public.
- Review program materials for conformance with policies, procedures, practices, and deadlines.
- Compile informational reports.
- Assist in solving problems with organizational units outside the Department/Program.
- Coordinate arrangements for guest speakers (e.g., secure guest parking permits, schedule rooms, etc.).
- Design internal departmental forms and flyers.
- Mail Distribution including the setting up of mailboxes, distribution of mail as needed, etc.
- Maintain all Department/Program copies of personnel records.
- Maintain privacy and confidentiality of all Department personnel records relating to hiring, promotion, and tenure.
- Provide administrative support to faculty search committee during faculty recruitment process including but not limited to:
 - i. Prepare announcements and obtain approval of listed recruitment sources
 - ii. Receive and process correspondence, respond to inquiries regarding faculty search
 - iii. Data entry into database to track applicants for faculty positions
 - iv. Maintain all documentation related to faculty search
 - v. Coordinate arrangements for faculty interviews, including itinerary and applicant accommodations
- Participate on clerical search committees for other programs and units as needed.
- Maintain all materials related to application files for prospective lecturers.
- Train, organize and prioritize the work of student assistants (when applicable).
- Assist in faculty orientation to the department and the campus.
- Build and maintain master of departmental class schedule in PeopleSoft.
- Obtain information from faculty regarding specific course needs related to classroom requests.

- Submit requests to Academic Scheduling for changes and updates to the schedule.
- Maintain a record of changes as they occur.
- Act as faculty liaison to resolve conflicts in class schedules.
- Ensure departmental compliance with university deadlines.
- Collect all syllabi from faculty for submission to Academic Programs.

2. Budget Planning and Reconciliation:

- Advise Department Chair/Program Director on budgetary issues.
- Responsible for budget tracking, reconciliation, organization and cross-checking with shadow accounts.
- Closely monitor campus financial calendar to ensure compliance with financial deadlines.
- Attend college, university, and divisional Business Managers meetings to keep current with campus financial rules & regulations.
- Perform monthly account reconciliations; produce monthly reconciliation reports.
- Prepare monthly expenditure reports for Department Chair / Program Director; research and resolve budget variances.
- Prepare mid-year account status reports for unit.
- Perform periodic budget estimations and projections.
- Prepare fiscal year-end report for department budget and lottery accounts and conduct review with Department chairs.
- Maintain all records of budgetary requests, revisions, and final approved documentation.
- Act as liaison for Department staff and faculty in obtaining reimbursement for travel and other costs from accounting.
- Develop and implement shadow budget registers and reports (in Excel format) to monitor costs and maintain expenditure projections within approved budget estimates.
- Prepare informational reports for use in fiscal decision-making.
- Process budget transfers.
- Complete appropriate reimbursement forms (i.e., travel, petty cash, check requests) after collecting receipts and pertinent information and submit to appropriate departments.
- Coordinate grant funding for “internal” grants.
- Purchase, maintain and ensure adequate inventory of office and laboratory supplies.
- Procard card holder and signature authorization for Procard use.
 - i. Contact vendor and procure goods.
 - ii. Prepare monthly Procard expenditure reports for submission to Procurement.
 - iii. Check monthly credit card statements for discrepancies and report to card issuer as needed.

3. Arranging Events, Activities, Publicity and Promotion – Including Social Media

- Assist Chair and faculty with scheduling and coordination of events and activities, related to tribal field trips.
- Provide administrative support for events during Native American Heritage Month, co-sponsored with the California Indian Culture and Sovereignty Center (CICSC).
- Maintain department website with upcoming events, faculty bios, course descriptions, etc.
- Promotes events through university/community systems and social media.

4. Student Information

- Serve as initial program contact for current and potential students responding to inquiries and providing information regarding majors, major requirements, admission, and graduation requirements.
- Refer students to appropriate individuals or offices such as Academic Advising or Enrollment Services as required.
- Communicate University policies and procedures regarding faculty advisement schedule.

PROVIDES LEAD DIRECTION OF OTHERS:

Student Assistants (when applicable)

REQUIREMENTS OF POSITION:

1. List education and experience required

- Four years of progressively responsible administrative support experience and responsibilities giving knowledge of office methods, procedures, and practices; or an equivalent combination of education and experience.
- One year experience in budget coordination and knowledge of budgeting policies and procedures
- Knowledge of Excel and database systems

Preferences

- i. Experience in higher education environment
- ii. Bachelor’s degree

2. **List knowledge, skills, and abilities required for this position.**

- Thorough knowledge of basic accounting principles and procedures
- Thorough knowledge and proficiency of office systems and ability to use a broad range of software packages, technology, and systems to include Filemaker Pro, Microsoft Office Suite (Word, Excel, Outlook), PeopleSoft and Internet
- Thorough knowledge of English grammar, spelling and punctuation. Ability to initiate and draft independently, clear, and concise final form memoranda, correspondence and program materials requiring selection of materials and references from a variety of sources
- Ability to design internal departmental forms and flyers
- Ability to identify and solve standard problems and refer more complex problems to appropriate staff or administrators
- Proficiency in typing so that instructional materials can be processed in a timely manner
- Thorough, detailed knowledge of applicable university infrastructure, policies, and procedures
- Ability to handle interpersonal interactions at all levels within the organization and those sensitive in nature
- Ability to perform work independently under general direction related to goals of the programs
- Strong organizational skills
- Strong knowledge of budget policies and procedures. Demonstrated experience projecting, reviewing, and reconciling budgetary data
- Experience monitoring budget expenditures and advising of any problems developing in budget expenditures
- Experience performing standard business math, such as calculate ratios and percentages, track financial data, and make simple projections
- Experience compiling and preparing budget and informational reports
- Demonstrated ability to coordinate processes involving various offices and individuals with diverse priorities
- Ability to learn the operations of an office as they relate to an academic environment
- Demonstrated ability to coordinate independently many different projects, prioritize, set respective deadlines, and complete all projects accordingly
- Ability to apply independently a wide variety of policies and procedures where specific guidelines may not exist
- Experience training co-workers and student assistants in clerical work
- Experience performing complex administrative work involving independent judgment, accuracy, and speed
- Experience gathering and maintaining confidential information and keeping filing systems, ledger, and other records where appropriate
- Knowledge of grant funding
- Must have excellent written and oral communications skills together with the demonstrated ability to effectively interpret, organize and present information and ideas in written or presentation form
- Detail-oriented with strong time management skills and demonstrated ability to manage changing priorities and critical deadlines
- Ability to act as liaison and to communicate Department Chair's budgetary goals and University policies and procedures to faculty and staff
- Ability to consult with Department Chair and faculty to obtain information on projected expenditures for academic year
- Ability to prepare and distribute meeting minutes and to communicate information and/or assignments to proper personnel
- Ability to act as liaison for the Department in contacting suppliers, contractors, and vendors
- Ability to evaluate, suggest and assist in the development of new procedures and practices as program/offices change
- Ability to apply independent judgment, discretion, and initiative in performing complex administrative work, as it relates to the department, programs or projects
- Ability to learn interview techniques and make recommendations on staff hires outside of home programs
- Ability to project needs for office equipment and supplies

3. **List machines, tools, equipment, and motor vehicles used in the performance of the duties**

- Computer and printer
- Photocopier
- Software - MS Office (Excel, Word, Outlook for email), PeopleSoft, Filemaker Pro, Internet

4. **Unique working conditions**

- This position is subject to a background check including, but not limited to, employment verification, education verification, reference checks and criminal record checks. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.
- This position is a "designated position" in the California State University's Conflict of Interest Code. The incumbent in this position is required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.
- Must participate in required campus trainings including, but not limited to, Information Security Awareness Training and Sexual Violence Awareness and Prevention "EDU: Eliminate Campus Sexual Misconduct".

PURPOSE AND NATURE OF WORK RELATIONSHIPS:

Define working relationships with people on and off campus (other than supervisor or people supervised) with whom this employee interacts on a continuing basis, and how often this interaction occurs.

Academic Programs	Assist with curriculum forms and classroom scheduling	As Needed
Accounting	Solicit information re: requisitions, accounts payable, invoices	Daily
Admissions/Records	Solicit information re: grade changes, class rosters	As Needed
Alumni Affairs	To solicit information on Alumni	As Needed
Associate Dean	To work on curriculum, personnel, and special consultant paperwork	Weekly
Budget Office	To process budget and expenditure transfers	As Needed
Career Center	To process Student Assistant ads	As Needed
Cashiers	To coordinate Payroll pick-up and Petty Cash reimbursements	Monthly
Central Stores	To order office supplies	Weekly
Dean's Office	To help support college budgeting system	As Needed
Disabled Student Services Office	Make arrangements between Faculty and students for special testing	Weekly
Duplication Services	Photocopy requests	Daily
Event Scheduling	Schedule room request for meetings, etc.	As needed
Extended Studies	Coordinate teaching schedules for faculty	As Needed
Facility Services	Work order and key requests	Weekly
Faculty Support Staff	Communicate information between units to work cooperatively on college projects	Daily
Foundation	To help track and manage faculty start-up funds	As needed
Human Resources	Communication re: payroll, student assistant timesheets, benefit questions, direct deposit forms and address changes for faculty	Monthly
Mail Services	To solicit information regarding special needs	Weekly
Media Services	To request equipment for courses	Weekly
Office of Vice President	To process travel requests and reimbursement forms	Weekly
Other Universities	Answer questions re: Programs. Solicit information	As needed
Parking Services	Order parking permits for guest lecturers	As Needed
President's Office	To set up appointments for candidates and signature on out of country travel for faculty	As Needed
Procurement	To solicit information for requisition process and Pro-card purchases	Weekly
Prospective Faculty	coordinate application materials (during searches)	Daily
Public Safety	Unlock doors for faculty, referring new faculty for photo ID's	As Needed
Shipping and Receiving	Request campus forms, paper and other items	As Needed
Student Activities	Reserve conference rooms	Daily
Students	Provide accurate information related to the Programs, Campus, faculty. Relay messages to faculty. Proctor exams	Daily
Telephone Services	To request troubleshooting for Microsoft Teams	As Needed
Travel Desk/	Make travel arrangements for candidates during searches	Weekly
Vendors	To solicit information re: supplies and equipment	Daily

PHYSICAL EFFORT:

Check the appropriate box for each of the following items which most accurately describes the extent of the specific activity performed by this employee on a daily basis.

	Number of hours/day				
	N/A	1-2	3-4	5-6	7+
1. Sitting			X		
2. Standing		X			
3. Walking		X			
4. Bending Over	X				
5. Crawling	X				
6. Climbing	X				
7. Reaching overhead	X				
8. Crouching					
9. Kneeling	X				
10. Balancing	X				
11. Pushing or pulling	X				

	Number of hours/day				
	N/A	1-2	3-4	5-6	7+
12. Lifting or carrying		X			
A. 10 lbs. or less		X			
B. 11 to 25 lbs.	X				
C. 26 to 50 lbs.	X				
D. 51 to 75 lbs.	X				
E. 76 to 100 lbs.	X				
F. Over 100 lbs.	X				
13. Repetitive use of hands/arms			X		
14. Repetitive use of legs	X				
15. Eye/hand coordination		X			

- 16. Driving cars, trucks, forklifts and other equipment
- 17. Being around scientific equipment and machinery
- 18. Walking on uneven ground

Yes	No
	X
	X
	X

MENTAL EFFORT

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

ENVIRONMENTAL FACTORS

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

SIGNATURES

The last sheet for any staff job description should contain the signature sheet. Signatures will include the incumbent's signature (if applicable) or new employee, the supervisor's signature and all pertinent administrative personnel.

Employee

Print Name: _____

Signature: _____

Date: _____

Appropriate Administrator (MPP)

Print Name: _____

Signature: _____

Date: _____

Dean/Department Head/Director (Optional)

Print Name: _____

Signature: _____

Date: _____