

POSITION DESCRIPTION INFORMATION

POSITION INFORMATION

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|------------------------------------|--|
| Type of Action Requested:* | Replacement |
| Internal Team:* | ST-Biological Sciences - 20007 |
| Job Code/Employee Classification:* | Admin Support Assistant 12 Mo <u>Job Code: 1032</u> |
| Classification Title: | Administrative Support Assistant II |
| MPP Job Code: | |
| Position Number: | Admin Support Assistant 10/12 <u>Position no: ST-00000754</u> |
| CSU Working Title:* | Administrative Support Assistant II |
| Salary Range/Grade: | 1032-ASSISTANT II-Grade-2 |

| | |
|------------------------|--|
| Reports to Supervisor: | |
| Reports To:* | Dept Chair AY <u>Position no: ST-00000037</u> |

| | |
|------------------------------------|-----------------------------|
| Campus:* | Stanislaus |
| Division:* | Academic Affairs |
| College/Program:* | College of Science |
| Department:* | Biological Sciences - 20007 |
| FLSA Status: | Non-Exempt |
| Hiring Type: | Probationary |
| Workplace Type (Exclude Inst Fac): | |
| Pay Plan: | 10/12 Months |
| Pay Plan Months Off: | Mid June thru mid August |

POSITION DESIGNATION

| | |
|---|---|
| Mandated Reporter:* | Not mandated |
| Conflict of Interest:* | None |
| NCAA: | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Is this a Sensitive Position?: | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Care of People (including minors) Animals and Property: | No |
| Authority to commit financial resources: | No |
| Access/control over cash cards and expenditure: | No |
| Access/possession of master/sub-master keys: | Yes |
| Access to controlled or hazardous substances: | No |
| Access/responsibility to personal info: | Yes |
| Control over Campus business processes: | No |

Responsibilities requiring license or other:

Responsibility for use of commercial equipment:

Is this a Campus Security Authority (CSA):

Serves a security function:

Designated recipient for crime/misconduct reports:

Significant responsibility for Student Activities:

Significant responsibility for Campus Activities:

Job Summary/Basic Function:*

Minimum Qualifications:*

Required Qualifications:

Preferred Qualifications:

Special Conditions:

License / Certification:

Supervises Employees:*

If position supervises other employees; list position titles:

No

No

Yes

No

Under the general supervision of the Department Chair and the lead direction of the ASC II, the incumbent will provide general office, clerical, and secretarial support for the department.

• Education: Completion of a high school program or its equivalent.

• Experience: Some experience in an office environment.

• Experience to be proficient in performing most or all work assignments.

• General working knowledge of applicable university infrastructure, policies, and procedures

• Thorough knowledge of office methods, procedures, and practices.

• Ability to use standard office equipment. Typing and keyboard skills.

• Fluency in using standard word processing and related computer software packages.

• Ability to identify and solve standard problems and refer more complex problems to appropriate staff.

• Thorough knowledge of English grammar, punctuation, and spelling.

• Ability to learn, interpret independently, and apply a variety of complex policies and procedures. Able to identify deviations from applicable policies.

• Ability to apply independent judgment, discretion, and initiative to address problems and develop practical, thorough and, at times, creative solutions.

• Ability to perform standard arithmetic functions of a transactional nature, including tracking and comparing data.

• Work often involves front line contacts with a variety of campus and community individuals requiring active problem solving and effective interpersonal skills.

• Demonstrated competence in effectively presenting standard information in writing.

• Demonstrated competence in understanding, interpreting, and communicating procedures, policies, information, ideas, and instructions.

• A background check (which may include: fingerprinting, checks of employment records, education records, criminal records, civil records, motor vehicle records, professional licenses, and sex offender registries, as position requires) must be completed satisfactorily before any candidate can begin employment with the CSU.

• Previous related administrative support experience in an academic department.

• Ability to draft and compose clear and concise correspondence and reports.

• Demonstrated ability to communicate clearly, effectively, both orally and in writing to answer questions regarding complex policies and procedures to students and other campus employees.

• Database systems experience, PeopleSoft preferred.

Yes

No

Student assistants.

Job Duties

JOB DUTIES

| % of time | Duties / Responsibilities | Essential / Marginal |
|-----------|---|----------------------|
| 55% | <ul style="list-style-type: none">Receive department visitors, phone calls, email, and surface mail. Schedule student appointments as appropriate. Manage and update department chair calendar. <ul style="list-style-type: none">Manage and maintain biology email server lists for faculty, department programs and 800+ biology majors.Manage and maintain department Google calendar with biology faculty courses and lab rooms. Maintain several biology databases such as biology majors and biology graduates/alumni. Manage and maintain the biology advising database. (separate from the several other databases) with inputting student information, assign advisor, manage advising appointments, maintain student records and transcripts in the Biology Advising Form. Ensure that student advising holds are released via Service Indicators in PeopleSoft.Coordinate new student orientation, assist with registration concerns/problems and with paperwork such as petitions, withdrawals, individual study requests, graduation approvals, and requests for excess units.Track and maintain Biology Faculty Evaluation Sharepoint Process.Helps train, schedule and assign tasks to student assistants. | Essential |
| 15% | <ul style="list-style-type: none">Serve as a resource for department and the public on University policies and procedures. | Essential |
| 15% | <ul style="list-style-type: none">Maintain and monitor essential records for the Staples, Smile Copier and Biology Course Fee budgets and accounts while estimate costs, and reporting budget to the Administrative Coordinator and Department Chair while also running CFS Reports and reconciling these accounts.Troubleshoot minor office technology problems/systems.Maintain faculty office hours, schedules & lab schedules every term (electronic and hard copy laminated door schedules).Monitor the availability of department brochures and handouts. Assure that all postings on the department bulletin board are current. | Essential |
| 15% | <ul style="list-style-type: none">Provide support for faculty in preparation of classroom materials including typing, printing, duplication and collating.Use University database to access class and student information as needed by the Department Chair and Faculty members.Maintain curriculum binders and update catalog copy.Maintain inventory of departmental office supplies including supplies for copier, printers and duplicators. Maintain an organized filing system.Prepare key, work order and business card requests.Serve as backup to the department's ASC II. | Essential |

Physical Mental and Environmental Demands

**** Physical Mental and Environmental Requirements Must be Completed for all Positions**

Please indicate the frequency (Constantly; Frequently; Occasionally; or Never) and whether or not the requirement is essential.

Physical and Mental Requirements

| | |
|---|--------------------------|
| Bending: | Occasionally - Essential |
| Climbing: | Never |
| Concentrating: | Constantly - Essential |
| Crawling: | Never |
| Decision Making: | Occasionally - Essential |
| Keyboarding and Mousing: | Constantly - Essential |
| Lifting or Carrying up to 10 lbs.: | Occasionally |
| Lifting or Carrying up to 25 lbs.: | Never |
| Lifting or Carrying up to 50 lbs.: | Never |
| Lifting or Carrying over 50 lbs.: | Never |
| Performing Calculations: | Occasionally |
| Pushing or Pulling: | Occasionally |
| Reaching Overhead: | Occasionally |
| Repetitive Motion of Upper Extremeties: | Never |
| Sitting: | Constantly - Essential |
| Standing: | Frequently - Essential |
| Stooping Kneeling or Squatting: | Occasionally |
| Walking: | Frequently - Essential |

To add additional Physical and Mental Requirements - Please provide the 1) Physical and/or Mental Requirement description; 2) Frequency (Constantly; Frequently; Occasionally; or Never) and 3) Whether it is Essential to the position:

Other Physical & Mental Requirement No. 1

Description:

Other Physical and Mental Req No.1 Frequency:

Other Physical & Mental Requirement No. 2

Description:

Other Physical and Mental Req No.2 Frequency:

Other Physical & Mental Requirement No. 3

Description:

Other Physical and Mental Req No.3 Frequency:

Other Physical & Mental Requirements:

Environmental Requirements

| | |
|----------------------------|--------------------------|
| Drive motorized equipment: | Never |
| Excessive Noise: | Occasionally |
| Hazards: | Never |
| Outdoor: | Occasionally - Essential |
| Elevated Work: | Never |

Extreme Temperature (hot or cold):

Never

Indoor (Typical office environment):

Constantly - Essential

To add additional Environmental Requirements - Please provide the 1) Environmental Requirement description; 2) Frequency (Constantly; Frequently; Occasionally; or Never) and 3) Whether it is Essential to the position:

Other Environmental Requirement No. 1
Description:

Other Environmental Req No.1 Frequency:

Other Environmental Requirement No. 2
Description:

Other Environmental Req No.2 Frequency:

Other Environmental Requirement No. 3
Description:

Other Environmental Req No.3 Frequency:

Other Environmental Requirements: