

CALIFORNIA STATE UNIVERSITY FRESNO  
**Position Description Form**

Employee Name: \_\_\_\_\_ Fresno State ID #: \_\_\_\_\_  
Classification: ASC II Working Title: Administrative Support Coordinator  
Prepared By (MPP/Chair): Dr. Kent Willis Department: Office of VPSAEM  
Bargaining Unit: R07 FLSA Status: Non-Exempt Date Prepared: 8/20/2024

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**POSITION DESCRIPTION**

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**Overview:**

Reporting directly to the Associate Vice President for Student Affairs and Dean of Students through the Associate Dean of Students this position provides a full range of administrative work that is operational and procedural. The incumbent provides administrative support to the Associate Vice President of Student Affairs and Dean of Students, Associate Dean of Students, and the Development Director (s). Ancillary support is also provided to the Office of the Vice President for Student Affairs and Enrollment Management. This position requires considerable judgment and discretion in handling complex and confidential issues. Interpersonal contacts are varied and tend to involve a broad range of problem solving activities and may require specialized knowledge.

**Major Duties of the job include:**

- Maintain electronic calendars, and conduct research to assist with special projects, reports, and committee assignments for the Associate Vice President for Student Affairs, Dean of Students, Assistant Dean of Students, and the Development Director(s).
- Assist with travel arrangements, meeting arrangements, reimbursements, and other billing/financial-related matters, including preparing forms for submission to University Account Payable, Procurement, or Foundation Accounting Services for payments, orders, reimbursements, or travel claims.
- Assist with daily coordination of office operations, phone coverage, office supplies, general reception duties, and electronic and manual filing systems.
- Coordinate logistical arrangements for events, meetings, and conferences including venue selection, catering, audio/visual needs, and other general support activities, for events such as the Dean's Medalists and Nominees Reception and Red Friday.
- Attend meetings, prepare agendas, take minutes, and distribute information as required.
- Assist the Division's Communication staff with the Office of Student and Rights and Responsibilities, Vice President's web page updates, and maintaining the division's listserv database, as needed.
- Confidential Student Rights and Responsibilities Office (SRRO) related work: process incident reports, maintain conduct file database, draft correspondence, schedule meetings, monitor deadlines, assist with hearing processes, track data on multiple levels for reporting purposes, submit data for CSU shared student conduct database as appropriate and work with the Registrar's office to maintain Fresno State's records to reflect those found in this CSU database, process disciplinary or Dean of Students clearance requests, manage SRRO email account, and other duties as assigned.
- Assist with campus student death notification processes.
- Record receipt and distribution of staff Direct Deposits.
- Perform other duties as assigned.

**Supervisor and supervisory responsibilities:**

Who Supervises this Position: Tanis Matlock-Elder  
Who is Responsible for completing the Performance Appraisal: Tanis Matlock-Elder  
What other classifications does this supervise: None

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**Knowledge, Skills and Abilities**

- Exercise confidentiality, good judgement and proactive problem solving
- Thorough, detailed knowledge of applicable university infrastructure, policies and procedures.
- Knowledgeable about campus services and programs in order to refer students, faculty or staff when inquiries for information or assistance are received.
- Thorough knowledge of English grammar, spelling, and punctuation, and ability to clearly communicate orally and in writing.
- Ability to perform standard arithmetic functions of a transactional nature, including tracking and comparing data.
- Thorough knowledge and skills in standard office procedures and practices.
- Excellent planning and organizational skills and strong interpersonal skills.
- Thorough knowledge of office systems and ability to use a broad range of technology systems and packages, including PeopleSoft and MS Office Suite.
- Demonstrate ability to work cooperatively with individuals with diverse backgrounds.
- Knowledge of FERPA and the appropriate application of this Act.
- Ability to independently handle multiple and competing work unit priorities, work effectively with frequent interruptions, independently apply complex policies and procedures, draft and compose correspondence and standard reports, interpret and apply policies and procedures independently and use good judgement and discretion to act when precedents do not exist.
- Demonstrated record of regular attendance and positive performance appraisals.

**Preferred Knowledge, Skills and Abilities:**

- Comparable work experience within California State University system.
- Demonstrated problem-solving skills.
- Comprehensive knowledge of PeopleSoft.
- Progressively responsible experience in student services.
- Experience with Maxient or comparable databases

**Education and Experience:**

- High school diploma, technical/vocational program, or their equivalents
- Bachelor's degree from an accredited institution preferred.
- At least 3 years of progressively responsible administrative support experience. Combination of closely related experience and post-secondary education may be substituted.

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Employee Name: Vong, Khrystine  
 Department: \_\_\_\_\_

Position: ASCII  
 Date Prepared: \_\_\_\_\_

**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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Talking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Working at various tempos	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Concentrating amid distractions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Remembering names	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Remembering details	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Making decisions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Working rapidly	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Examining/observing details	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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