



University Staff Position Description Form

Office of Human Resources

This description will be used as a basis for determining classification/skill level and will be maintained as an official record of the duties assigned to this position. Employee participation in the completion of this document is encouraged; however, the appointing authority and supervisor are accountable for establishing the assignment and ensuring the accuracy of this information.

FOR HUMAN RESOURCES USE ONLY:					
APPROVED CLASSIFICATION	CLASS CODE	EEO CAT	RANGE/ GRADE CODE	APP. BY C&C	DATE
ASC I	1035	12	1	Tr	06/25/24

1. POSITION INFORMATION

Employee: _____ Department: ALS – Mendocino Administrative Staff Hub

Current Classification: ASC I Working Title: Office Operations and Administrative Coordinator

Time Base: F.T. P.T. Other _____ FLSA Status: EX NE

Position Provides Lead Work Direction To:

Classification: Student Assistants Qty: 1-5 FTE: 0.5

Classification: _____ Qty: _____ FTE: _____

Name & Title of Work Lead (if any): Katrina Roose, ALS – Mendocino Administrative Hub

Name & Title of Appropriate Administrator: Melinda Wilson Ramey, Associate Dean for Personnel, College of Arts & Letters

Name & Title of Dean/Manager (MPP): Dean, College of Arts & Letters

2. PRIMARY ACTION BEING REQUESTED (Select One)

Job Posting: New Position Replacement Position, former incumbent: Vicenza Weeks

Update Position Description Only:

NOTE: An updated position description requires providing Employee with seven (7) days’ advance notice. This updated position description must be endorsed by the Appropriate Administrator before being signed by the Employee. The Employee signs at least seven (7) days’ prior to Effective Date.

Effective Date: _____

3. SIGNATURES

Signatures denote that this position description is an accurate statement of the duties and responsibilities assigned to this position. 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.

Employee: _____ Date: _____

Appropriate Administrator: Date: Jun 26, 2024

FOR HUMAN RESOURCES USE ONLY:	
APPROVED CLASSIFICATION	WORKING TITLE
ASC I	Office Operations and Administrative Coordinator

Dean/Manager (MPP):

Carpellano

Date:

Jun 28, 2024

4. MINIMUM QUALIFICATIONS

Please list only the Minimum Qualifications of the appropriate classification standards for this position. (Depending on the classification, this may be shown in the classification standards as Minimum Qualifications, Entry Qualifications, or Typical Qualifications. (Classification standards can be found at <https://www.calstate.edu/csu-system/careers/compensation/Pages/Classification-Standards.aspx>.)

Entry to this classification requires a fully functional knowledge of and skill in standard office procedures and practices, as well as an ability to understand and operate in a variety of organizational structures. Additionally, incumbents are expected to have a thorough knowledge of English grammar, spelling, and punctuation and be able to clearly communicate orally and in writing. Some positions may require a knowledge of business mathematics beyond basic arithmetic. The ability to use and quickly learn new office support technology systems and software packages is also a prerequisite.

These entry qualifications would normally be obtained through a high school program, technical/vocational program, or their equivalents combined with several years of related office work experience.

5. KNOWLEDGE, SKILLS, ABILITIES, AND EXPERIENCE

Please list any knowledge, skills, abilities, and experience for this position.

Required: Must be comparable to the Minimum Qualifications, appropriate to the skill level of the position, and would allow an incumbent to satisfactorily perform the Essential Functions of the position.

1. Demonstrated ability to maintain a welcoming and inclusive work environment with diverse colleagues and constituents including faculty, students, staff, and members of the community.
2. Demonstrated history of and commitment to building and maintaining a respectful and professional work environment.
3. Demonstrated ability to understand and operate in a variety of organizational structures such as office, department, college, and university structures; and understand problems from a broader perspective.
4. Demonstrated ability to create and maintain a broad range of interpersonal contacts, including those at a higher level and those sensitive in nature.
5. Experience in the day-to-day coordination of the clerical and administrative support functions for an academic, special program, or administrative office.
6. Demonstrated ability to interpret and apply and communicate policies and procedures independently, and use sound judgement and act with discretion.
7. Strong communication skills, both written and verbal.
8. Demonstrated ability to create, edit and administer content on the department website and social media platforms.
9. Demonstrated ability to plan and execute multiple work priorities and projects with frequent interruption.
10. Demonstrated ability to complete tasks/projects with longer work cycles: coordinating, prioritizing, and monitoring their completion with accountability.

FOR HUMAN RESOURCES USE ONLY:	
APPROVED CLASSIFICATION	WORKING TITLE
ASC I	Office Operations and Administrative Coordinator

11. Demonstrated ability to perform standard business math, such as calculate ratios and percentages, track financial data, and make simple projections.
12. Demonstrated ability to draft and compose professional correspondence and standard reports
13. Experience with preparing, cataloguing, and maintaining confidential files and documents.
14. Experience using standard office support technology systems, equipment, software packages, and virtual communications, including but not limited to Microsoft Office Suite (Word, Excel, Outlook), laser printer, fax machine, copiers, scanners, multi-line phone.

Conditions of Employment

- Ability to pass background check

Preferred: List any desirable qualifications beyond the Minimum Qualifications and those that are Required that would enhance an incumbent’s ability to perform the work of the position (e.g., additional years of experience, advanced education, certification and/or specialized training).

15. Thorough, detailed knowledge of applicable university infrastructure, policies, and procedures.
16. Experience with university travel policy and processes.
17. Experience using university systems such as CMS (Peoplesoft), Concur, Cognos, OnBase, Canvas, Zoom, Teams.

6. POSITION SUMMARY

Provide a few short, specific statements, which outline the purpose of the job.

Under the general supervision of the Associate Dean, the Administrative Support Coordinator I (ASC) will be the point of contact for department chairs, faculty and staff in Communication Studies, Philosophy, and Humanities and Religious Studies. The ASC I will provide clerical and administrative support and coordination to the Department Chairs, including management of their calendars and schedules. Primary responsibilities include support and coordination for daily departmental administrative operations, communications and social media, hiring and personnel coordination for all student employees, travel support, timekeeper, and general office purchasing. The incumbent performs the day-to-day management of the administrative office and serves as a general resource.

7. ESSENTIAL FUNCTIONS OF THE POSITION

Describe each major responsibility assigned to this position and indicate the percentage of time devoted to each function, as well as the frequency in which each function is performed.

Essential Functions and Marginal Functions should have a combined total of 100% of Time.

% of Time	Frequency (daily, weekly, monthly, etc.)	Essential Functions Only (List in order of importance)
20%	D/W/M	<p>General Clerical and Office Coordination</p> <ul style="list-style-type: none"> • Regularly interprets university, college, and department policies and procedures for faculty and students.

FOR HUMAN RESOURCES USE ONLY:	
APPROVED CLASSIFICATION	WORKING TITLE
ASC I	Office Operations and Administrative Coordinator

		<ul style="list-style-type: none"> • Serves as primary resource for management of departmental operations, supplies and services. • Provides continuity for the Department's policies, procedures and practices and for department office workflow, by meeting deadlines, providing information, providing and overseeing support services. • Preparation for department faculty/staff meetings <ul style="list-style-type: none"> ○ Takes minutes during department meetings. ○ Records the decisions taken during department meetings. ○ Distributes meeting minutes to faculty and staff after review and approval by Department Chair. • Maintains forms and templates. • Maintains office equipment, tracks maintenance schedules and anticipates and resolves equipment malfunctions. • Enters Facilities, ITC, and IRT work orders for departmental and classroom related issues. • Prepares documentation (work orders and/or repair arrangements with outside campus vendors) for repairs and maintenance of office equipment. • Manages key requests: completion, filing, tracking, and key returns. • Coordinates and facilitates faculty office moves. • Reports expenditures on supplies and services to Budget Analyst. • Tracks and reconciles monthly Pro-Card statements and purchases. • Assists faculty with purchases for instructional and professional development purposes. <ul style="list-style-type: none"> ○ Track expenditures and available funds. ○ Coordinate with and reports expenditures to Budget Analyst. • Assist Department Chairs and committees in the preparation and implementation of department policies and procedures.
10%	D/W/M	<p>Assistant to the Department Chairs</p> <ul style="list-style-type: none"> • Provide direct support to the department chairs of Communication Studies, Humanities and Religious Studies, and Philosophy including <ul style="list-style-type: none"> ○ Calendaring ○ Arranging meetings ○ Providing general operational reports ○ Facilitating departmental and other communications ○ Meeting preparation
15%	D/W/M	<p>Department Committee/Program Coordinator Support:</p>

FOR HUMAN RESOURCES USE ONLY:	
APPROVED CLASSIFICATION	WORKING TITLE
ASC I	Office Operations and Administrative Coordinator

		<ul style="list-style-type: none"> • Provide clerical and administrative support for committees and coordinators, including: <ul style="list-style-type: none"> ○ Preparation of data reports. ○ Preparation and distribution of memos and communicates relevant processes and policies. ○ Calendaring and notifications of meeting schedule. ○ Keeps meeting minutes. ○ Distribution of communications, as directed by coordinators/committee chairs. • Provide administrative support for special programs, including Debate Team, Ethics Bowl.
15%	D/W/M	<p>Student Personnel Coordination</p> <ul style="list-style-type: none"> • Working with Department Chairs and Personnel Analyst to prepare, maintain, track and coordinate all Unit 11 student employee hiring. • Maintain and coordinate Department Federal Work Study eligibility and funds. • Work with Department Chairs, faculty and the College office to facilitate and process job posting and hiring paperwork for all student assistants. • Provide direction and train student assistants on office procedures, department policies and daily duties.
15%	D/W/M	<p>Travel</p> <ul style="list-style-type: none"> • Maintain comprehensive understanding of University and College travel procedures. <ul style="list-style-type: none"> ○ Serve as administrative resource for faculty, staff and student travelers. ○ Inform travelers of all travel related policy changes at the College and University level. ○ Ensure deadlines and processes are followed for compliance. • Supports travelers entering travel requests and submitting post-travel reports for reimbursement. • Responsible for arranging and coordinating all lodging, meals and other related and approved expenses for and during faculty searches and assists candidates' reimbursement requests. <ul style="list-style-type: none"> ○ Document and process all related expenditures and receipts/claims through the Travel and Procurement processes and track funding costs. • Verify travel funding amounts and sources prior to confirming faculty travel requests. • Collaborating with the AA/S, track and maintain comprehensive records of all faculty travel from grant award through payment of approved funds.
10%	D/W/M	<p>Timekeeping</p> <ul style="list-style-type: none"> • Serve as Departmental Timekeeper for each Hub-Department (COMS, PHIL, HRS)

FOR HUMAN RESOURCES USE ONLY:	
APPROVED CLASSIFICATION	WORKING TITLE
ASC I	Office Operations and Administrative Coordinator

		<ul style="list-style-type: none"> • Monitor payroll processes. • Manage, track, and report to Department Chairs all employee absences, for absence reporting and timekeeping in advance of review and approval. <ul style="list-style-type: none"> ○ Review department faculty and staff absences in CMS for Department Chair's approval and processes time sheets for staff, student assistants, and consultants. • Coordinate, collect, compile, and generate reports on time worked and approved additional hours for student employees. • Work with College Timekeeper to make necessary corrections.
10%	D/W/M	<p>Communications and Social Media Coordination</p> <ul style="list-style-type: none"> • Develop and update materials such as flyers, brochures, event programs, meeting agendas, presentations and other documents. • Management of department and program websites, ensuring information is current, links are active, and content complies with institutional standards. • Manage Social Media: <ul style="list-style-type: none"> ○ Work closely with Department Chairs to coordinate, compose, and publish social media posts on a regular basis. ○ Consult with College communications staff on a regular basis regarding policies and priorities. ○ Oversee student assistants with social media postings, as necessary. ○ Prepare monthly social media statistics report for Department Chairs.

8. MARGINAL FUNCTIONS OF THE POSITION

Describe each non-essential duty assigned to this position and indicate the percentage of time devoted to each function, as well as the frequency in which each function is performed.

Essential Functions and Marginal Functions should have a combined total of 100% of Time.

% of Time	Frequency (daily, weekly, monthly, etc.)	Marginal Functions Only (List in order of importance)
5%	D/W/M	Other duties as assigned.

9. ADDITIONAL INFORMATION

To enable appropriate classification determination, please elaborate on the information provided in the previous sections by completing the section below.

FOR HUMAN RESOURCES USE ONLY:	
APPROVED CLASSIFICATION	WORKING TITLE
ASC I	Office Operations and Administrative Coordinator

9a. Nature and Scope of Authority: Identify the kinds of decisions made, judgment required, freedom to act, and supervision received (i.e., direct or general). Also indicate if position acts as a lead or supervises others, and explain.

Under the general supervision of the Associate Dean and receiving lead work direction, the incumbent has some control over administrative or technical aspects of their 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 instruction or advice.

This position must make a wide variety of decisions and maintain a large amount of information to provide accurate specific information to students, faculty, staff, and the campus community. This position is responsible for the supervision of departmental administrative student assistants.

9b. Problem Solving: Types of problems encountered; issues, concerns addressed; types of problems incumbent required to refer to supervisor or others.

The position fields a myriad of problems related to all aspects of the department, especially those arising from enrollment, support of several departmental operational committees, and travel. Common and unique problems are addressed using reasoning and judgment and to develop practical, thorough, and creative solutions.

9c. Contacts On- and Off-Campus: Purpose and nature of working relationships with on- and off-campus contacts.

This position must foster positive working relationships with faculty and staff within the department, as well as with peers and others in the college and university. This position interacts with members of the broader community on behalf of the department, especially regarding several community-based events and functions. Contacts are primarily on-campus in working with various constituents such as faculty, students, and procurement, travel office, registrar, student services, human resources, academic affairs, etc. External contacts would include prospective students, community members, and vendors.

10. ADA REQUIREMENTS – MUST BE COMPLETED

To comply with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination against qualified individuals on the basis of disability, it is necessary to specify the physical, mental, and environmental conditions of the Essential Functions of the job (with or without a reasonable accommodation).

Use these codes to complete the section below: F (frequently), O (occasionally), N (not at all). Do not use “X.”

PHYSICAL		MENTAL		ENVIRONMENTAL	
F	Sit	F	Direct others	N	Is exposed to excessive noise
F	Stand	F	Concentrate	N	Is around moving machinery
F	Walk	F	Analyze	N	Is exposed to marked changes in temperature and/or humidity
F	Have mobility	F	Use reason/logic		
F	Bend	F	Demonstrate recall	O	Is exposed to dust, fumes, gases, radiation, microwave (circle)
F	Climb	F	Make decisions	N	Drives motorized equipment
F	Reach	F	Works rapidly	N	Works in confined quarters
F	Kneel	F	Handle multiple tasks/priorities	N	Works in high places
F	Push/Pull	F	Tolerate variety	N	Other:
F	Have gross hand coordination	F	Work with others		
F	Have fine hand coordination		Other:		
F	Hear with background noise				

Employee Initials:

Date:

FOR HUMAN RESOURCES USE ONLY:	
APPROVED CLASSIFICATION	WORKING TITLE
ASC I	Office Operations and Administrative Coordinator

F	Hear the spoken word	
F	Hear over a phone/other device	
F	See to read fine print	
F	See to read bold print	
F	See to accomplish a task	
F	Talk	
F	Communicate	
O	Lift: <u>15</u> lbs. max	
O	Carry: <u>15</u> lbs. max	
O	Operate equipment: Office Equipment	
F	Perform keyboard entry	
	Other:	

11. FOR INFORMATION TECHNOLOGY POSITIONS ONLY

PROJECT COORDINATION/LEAD RESPONSIBILITIES

Describe on-going project coordination and/or lead responsibilities, if any, including the number and type of positions for which lead direction is provided. Any projects or accountabilities of a temporary nature must include duration of assignment.

TECHNOLOGY USAGE

Please list the type of computer and/or technology systems used by this position to perform the work, as well as the associated operating systems, software, and applications used.

Hardware Type	Software Applications Used