



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	06/27/24

1. POSITION INFORMATION

Employee: _____ Department: ART

Current Classification: ASC I Working Title: Art Department Office Support Coordinator

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

Position Provides Lead Work Direction To:

Classification: Student Assistants Qty: 1-3 FTE: 0.5

Name & Title of Work Lead (if any): Vacant, ASC II, Art Department

Name & Title of Appropriate Administrator: Rachel Clarke, Chair, Art Department

Name & Title of Dean/Manager (MPP): Christina Bellon, Associate Dean, Arts & Letters

2. PRIMARY ACTION BEING REQUESTED (Select One)

Job Posting: New Position Replacement Position, former incumbent: Kate Wallace

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: Rachel E. Clarke Date: Jun 27, 2024

Dean/Manager (MPP): Christina Bellon Date: Jun 28, 2024

FOR HUMAN RESOURCES USE ONLY:	
APPROVED CLASSIFICATION	WORKING TITLE
ASC I	Art Department Office Support Coordinator

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/csusystem/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, invited guests, and members of the community.
2. Demonstrated history of and commitment to building and maintaining a respectful and professional work environment.
3. Strong problem solving, conflict resolution, and decision-making skills
4. Demonstrated ability to work independently and productively, with general instructions.
5. Strong communication skills and ability to communicate effectively with all levels of staff and external constituencies, both verbally and in writing.
6. Thorough knowledge of English grammar, punctuation, and spelling.
7. Proficient experience using standard office equipment, and software programs (i.e., Microsoft Office Suite, Excel and Outlook, Acrobat, Adobe Creative Cloud, Zoom, etc.).
8. Ability to draft and compose correspondence and standard reports.
9. Ability to perform business math, such as calculate ratios and percentages, create Excel formulas, track financial data, and make simple projections
10. Experience with interpreting, understanding and applying policies and procedures to ensure best practices in office management.
11. Demonstrated ability to apply independent judgment, discretion, and initiative to address problems and develop practical solutions.
12. Experience handling confidential information, interpersonal interactions at all levels and highly sensitive interpersonal situations.

FOR HUMAN RESOURCES USE ONLY:	
APPROVED CLASSIFICATION	WORKING TITLE
ASC I	Art Department Office Support Coordinator

13. Experience providing office reception services, including answering questions in a professional manner, such as from walk-ins, phone, Zoom, and email.
14. Demonstrated ability to maintain the workflow of the front office and anticipate upcoming deadlines, events, and tasks.
15. Strong organizational and time management skills with the ability to initiate and independently plan, organize, prioritize, multitask and coordinate work
16. Demonstrated ability to work under pressure with frequent interruptions.

Conditions of Employment

- Ability to successfully complete a 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).

17. Experience using University systems, such as Common Management System, Data Warehouse, and Astra, etc.
18. Knowledge of website maintenance and social media platforms
19. Experience in working with the creative community and/or scholars and artists in the creative fields.

6. POSITION SUMMARY

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

Under the general supervision of the Chair, with lead direction of the Administrative Support Coordinator (ASC II), the Administrative Support Coordinator I is responsible for providing administrative support to the Art Department office, performing a broad range of clerical functions and administrative activities of the office. The incumbent also provides front desk reception duties. This position will serve as a central source of information about policies, procedures, and activities for faculty, staff, students, and visitors, with tact and professionalism.

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>Department Reception</p> <ul style="list-style-type: none"> • Serve as first point of contact for students, faculty and visitors to the Art Department Office: • Receive all inquiries to the department, by phone, email, in person, virtual communications. • Refer students, the general public, faculty and staff to other campus departments/offices/resources as appropriate.

FOR HUMAN RESOURCES USE ONLY:	
APPROVED CLASSIFICATION	WORKING TITLE
ASC I	Art Department Office Support Coordinator

		<ul style="list-style-type: none"> Respond to inquiries, provide information on department programs, galleries, facilities, procedures, policies, practices, awards, and events to persons from other campus offices, students, faculty, and the general public. Update and convey information pertaining to department's office hours and contact information. Assist students with filling out various forms, obtaining faculty advisors, and adding and dropping classes. Assist in maintaining a welcoming atmosphere in the Art Office.
20%	D/W/M	<p>Clerical and Communication Support</p> <ul style="list-style-type: none"> Keep an ongoing manual and calendar of duties, processes, and contacts. Control, maintain, update, and archive essential files, forms, documents, and records related to basic academic, departmental, and staff procedures. Receive, sort and distribute all incoming mail and packages daily (including notifying those receiving packages and notifying faculty of 'confidential' or 'urgent' mail). Secure the office space and mailroom at the end of each workday. Compose and distribute emails, forms, letters and other documents at the request of the Chair, ASC II, and faculty. Maintain all the department's noticeboards, leaflet stands, and bulletin boards. Post and maintain flyers and other Department, College, University and community announcements. Assist the Chair and programmatic coordinators and committees with clerical tasks, as needed. Assist with the implementation of the departmental advising policy: <ul style="list-style-type: none"> Input student-faculty advising assignments. Input Emphasis groups for BA/ and BFA students. Keep records on advising assignments and emphasis groups. Assist with student orientation sessions by maintaining orientation documentation, creating orientation folders, facilitating sessions, collecting incoming data student data, and other tasks as directed. Assist the Chair with part-time faculty meetings by maintaining files, creating presentations, making copies, facilitating Zoom access, and other tasks as directed. Coordinate printing tasks with campus partners and make requested copies on department's machine. Maintain departmental key and fob check-out by faculty, staff and students. <ul style="list-style-type: none"> Maintain active key lists and key check-out lists. Prepare key and fob request forms for faculty, staff, students and volunteers each semester. Work with the Chair to coordinate Mariposa lab fob access. Send reminders, as needed, regarding key return. Work with the Graduate Coordinator on studio assignments and issuance of relevant keys. Generate and post door cards for faculty offices, compose and post absence notices on rooms, compose and post notices of room changes.
15%	D/W/M	<p>Office Maintenance</p> <ul style="list-style-type: none"> Open and close the office each working day, post notices about changed hours of operation. Organize and maintain the Art Department Offices and common areas.

FOR HUMAN RESOURCES USE ONLY:	
APPROVED CLASSIFICATION	WORKING TITLE
ASC I	Art Department Office Support Coordinator

		<ul style="list-style-type: none"> • Monitor the inventory of office supplies. <ul style="list-style-type: none"> ○ Prepare restocking orders for ASC II purchasing. ○ Distribute supplies appropriately to the common areas such as the Art Office, Mailroom and Seminar Room. • Serve as the department's first point-of-contact for submitting Facility-related work orders, IRT/ITC service requests, department-authorized parking requests, and reporting of Public Safety issues. • Ensure office equipment is functional and troubleshoot general problems. • Update the entries in the University Directory; and maintain a current departmental contact list for all faculty and staff. • Maintain seminar room (KDM 184) calendar, and manage reservations for KDM 160. • Serve as a Floor Marshal for Kadema Hall.
15%	D/W/M	<p>Academic Administrative Support</p> <ul style="list-style-type: none"> • Maintain a calendar of office/academic deadlines and update faculty and staff as needed. • Serve as primary administrative support to Gallery and Events Committee. <ul style="list-style-type: none"> ○ Provide organizational support for the Awards Show. ○ Confirm award funds. ○ Prepare and oversee the ceremony (scripting, certificate creation). ○ Confirm eligibility of students for awards. ○ Communicate with students. ○ Arrange the distribution of awards. ○ Schedule in advance, work hours may be modified to accommodate evening gallery receptions. • Serve as primary administrative support for Scholarships Committee. <ul style="list-style-type: none"> ○ Serve as liaison to the scholarship office and the scholarship committee. ○ Coordinate the training of the scholarship committee on the scholarship process. ○ Communicate with financial aid to determine student eligibility for scholarships. ○ Communicate with students regarding scholarships. ○ Collect scholarship recipient thank you letters and forward to the scholarship office for donors. ○ Monitor all scholarship sources for distribution and final balances; provide comprehensive historical records of scholarship funds and accounts. • Serve as primary administrative support to the Graduate Coordinator. <ul style="list-style-type: none"> ○ Serve as liaison between the graduate coordinator and prospective applicants. ○ Forward/distribute information as received from the Graduate Coordinator. ○ Assist with the admission and advancement procedures for the MFA program. ○ Review, verify, and distribute acceptance/wait-listed/rejected letters. ○ Maintain graduate student records and logs. • Serve as primary administrative support to the Credential Coordinator. <ul style="list-style-type: none"> ○ Assist the Credential (Single-Subject) Coordinator with mailing information to regional high schools and colleges.

Employee Initials:

Date:

FOR HUMAN RESOURCES USE ONLY:	
APPROVED CLASSIFICATION	WORKING TITLE
ASC I	Art Department Office Support Coordinator

		<ul style="list-style-type: none"> • Serve as primary administrative support for the Curatorial Studies Program, and Internship Coordinator. • Process add and drop petitions, enrollment of students in supervisory courses, thesis, and fieldwork when appropriate. • Oversee course evaluation request each semester. <ul style="list-style-type: none"> ○ Request evaluation modality from faculty, and processes those requests ○ Distribute the evaluation results to faculty and Department Chair. ○ Upload the results to the confidential folder in the Department Share Drive. • Maintain files of course syllabi generated by all faculty each semester. <ul style="list-style-type: none"> ○ Request syllabi from faculty before each semester. ○ Maintain spreadsheet documenting syllabi information such as course number, instructor, and if received or outstanding.
10%	D/M/W	<p>Personnel Support</p> <ul style="list-style-type: none"> • Serve as primary source of information regarding student employment processes. • Prepare requests for all student hiring (Federal Work-Study, Student Assistants, Unit 11). <ul style="list-style-type: none"> ○ Remain current on hiring policies and processes. ○ Attend meetings conducted by HR and Grad Studies. ○ Prepare and posts job notices and hiring paperwork for all student assistants. • Coordinate hiring of the department’s art models. <ul style="list-style-type: none"> ○ Maintaining the contact list. ○ Receiving the model requests from faculty. ○ Scheduling and confirming model sessions directly with models, and distributing confirmed model sessions to the appropriate faculty member. ○ Preparing and submitting contracts. • In collaboration with the chair, ASC II and IST III, oversee the departmental volunteer process and review paperwork before routing to Human Resources.
5%	D/W/M	<p>Galleries, Events, Website and Social Media</p> <ul style="list-style-type: none"> • Create website entries for departmental events, guest lectures, and exhibits, and create posts on departmental social media sites. • Assist with the creation of flyers for events and announcements. • Responsible for arranging catering and refreshments for department sponsored activities. <ul style="list-style-type: none"> ○ Work with other campus agencies on shared events and coordinates with ASC II to arrange reimbursement to the appropriate fund. • Assist with receptions and events as needed (such as Award Show and Art Ball). • Maintain the department website and serve as primary administrator for departmental social media platforms and communication. <ul style="list-style-type: none"> ○ Attend relevant university training sessions. ○ Gather information to post. ○ Run analytic reports on website and social media usage. ○ Meet with the chair (staff, faculty, if pertinent) to assess the website and social media activities. ○ Create Art Department digital newsletter.

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Date:

FOR HUMAN RESOURCES USE ONLY:	
APPROVED CLASSIFICATION	WORKING TITLE
ASC I	Art Department Office Support Coordinator

		<ul style="list-style-type: none"> ○ Provide information for college newsletter and CSUS Bulletin. ○ Maintain and regularly update alumni contact list. ● Schedule the showing of student work in the Kadema Hall display cases. ● Assist the department chair and faculty in finding and reserving classrooms for events and meetings separate from the class schedule.
5%	D/W/M	<p>Time Keeping</p> <ul style="list-style-type: none"> ● Serve as department timekeeper for all student employees, Unit 11, Federal Work Study, hourly staff and casual workers. ● Monitor, track and report to the Chair on funding use for Unit 11 and student assistant hires. ● Work with College Timekeeper to resolve problems. ● Track faculty absences and reports to chair for absence approval. ● Post notices to students of cancellations and rescheduled classes and activities.
5%	D/W/M	<p>Travel</p> <ul style="list-style-type: none"> ● Maintain comprehensive understanding of University and College travel procedures. ● Verify travel funding amounts and sources prior to confirming faculty travel requests into Concur. ● Inform faculty of all travel related policy changes at the College and University level. ● Track and maintain comprehensive records of all faculty travel from award through payment of approved funds. ● Ensure pre-travel paperwork for faculty is submitted according to College and University deadlines and policies. ● Work with faculty on entering requests and claims through Concur. ● Arrange and coordinate travel, lodging, meals and other related and approved expenses for and during faculty searches. <ul style="list-style-type: none"> ○ Assist candidates' reimbursement requests. ○ Track search budget and documents and processes all related expenditures and receipts/claims through the Travel and Procurement processes.

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	Duties as assigned.

9. ADDITIONAL INFORMATION

FOR HUMAN RESOURCES USE ONLY:	
APPROVED CLASSIFICATION	WORKING TITLE
ASC I	Art Department Office Support Coordinator

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

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.

The incumbent is assigned a full range of moderate to complex clerical and secretarial work, involving the use of judgement and discretion in support of the Art Department office. Day to day work is performed independently, which includes the planning and implementing their duties. The incumbent acts as liaison between several committees and students within the department, which includes the ability to take and give direction and guidance, plan, and coordinate events and other projects with extended scope. The ASC I should consult with the ASC II or Chair before moving forward with new decisions.

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

This position involves assignments that vary and involve the regular use of organizational skills, judgment and discretion. Courses of action are guided by policies and procedures and often involve coordinating with other work groups to gather information or solve problems.

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

Work will involve front line contact with a variety of campus and community individuals requiring active problem solving and effective interpersonal skills. As the first point of contact for the department, it is integral to the position that the incumbent be consistently punctual and have an excellent attendance record throughout the course of their employment.

The incumbent is expected to build and maintain relationships on campus and off that facilitate their ability to provide administrative support services to the faculty and students, including the College Dean’s Office, Facilities, HR, procurement, among others.

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	O	Is exposed to excessive noise
F	Stand	F	Concentrate	N	Is around moving machinery
F	Walk	F	Analyze	O	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)
O	Climb	F	Make decisions		
F	Reach	F	Works rapidly	N	Drives motorized equipment
F	Kneel	F	Handle multiple tasks/priorities	N	Works in confined quarters
F	Push/Pull	F	Tolerate variety	N	Works in high places

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FOR HUMAN RESOURCES USE ONLY:	
APPROVED CLASSIFICATION	WORKING TITLE
ASC I	Art Department Office Support Coordinator

F	Have gross hand coordination	F	Work with others	Other
F	Have fine hand coordination		Other:	
F	Hear with background noise			
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 __20__lbs. max			
O	Carry __20__lbs. max			
N	Operate equipment			
F	Perform keyboard entry			
O	Other Able to walk quickly			
O	Other: Able to walk up stairs			

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