

College Corps Program Specialist

PD No.:PD-3627

POSITION DESCRIPTION INFORMATION

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Type of Action Requested:***Internal Team:***

ST-Academic Affairs, AVP - 30030

Job Code/Employee Classification:*

Admin Analyst/Spclst 12 Mo

Job Code: 1038**Classification Title:**

Administrative Analyst/Specialist Non-Exempt

MPP Job Code:**Position Number:**

No position selected.

CSU Working Title:*

College Corps Program Specialist

Salary Range/Grade:

1038-NON-EXEMPT-Grade-1

Reports to Supervisor:

Miriam Ureno Moreno

Reports To:*Program Director, Civic Action
Fellows Program**Campus:***

Stanislaus

Division:*

Academic Affairs

College/Program:*

Academic Affairs

Department:*

Academic Affairs, Provost VPAA - 30502

FLSA Status:

Non-Exempt

Hiring Type:

Temporary

Pay Plan:

12 Months

Pay Plan Months Off:

POSITION DESIGNATION

Mandated Reporter:*

Limited - The person holding this position is considered a limited 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, revised July 21, 2017.

Conflict of Interest:*

None

NCAA: Yes No**Is this a Sensitive Position?:** Yes No**Care of People (including minors) Animals and Property:**

No

Authority to commit financial resources:

No

Access/control over cash cards and expenditure:

Yes

Access/possession of master/sub-master keys:	No
Access to controlled or hazardous substances:	No
Access/responsibility to personal info:	Yes
Control over Campus business processes:	No
Responsibilities requiring license or other:	Yes
Responsibility for use of commercial equipment:	Yes
Is this a Campus Security Administrator (CSA):	<input type="radio"/> Yes <input checked="" type="radio"/> No
Serves a security function:	No
Designated recipient for crime/misconduct reports:	No
Significant responsibility for Student Activities:	No
Significant responsibility for Campus Activities:	No
Job Summary/Basic Function:*	Under general supervision of the Program Director, Civic Action Fellows Program, the College Corps Program Specialist works as part of the College Service Fellowship program team, working closely with the Program Manager to carry out the Californians for All program.
Minimum Qualifications:*	<ul style="list-style-type: none"> • Education: Bachelor's degree and/or equivalent training OR a combination of education and experience which provides the required knowledge and abilities. • Experience: Minimum of two years of administrative work experience involving study, analysis, and/or evaluation leading to the development or improvement of administrative policies, procedures, practices, or programs.
Required Qualifications:	<ul style="list-style-type: none"> • General knowledge and skills in the applicable administrative and/or program field with a foundational knowledge of public administration principles, practices, and methods. • Working knowledge of general practices, program, and/or administrative specialty. • Basic knowledge of and ability to apply fundamental concepts. • Working knowledge of budget policies and procedures. • Ability to learn, interpret, and apply a wide variety of policies and procedures relating to and impacting the applicable program, organizational unit, and/or administrative specialty. • Knowledge of basic methods and procedures for research and statistical analysis and the ability to apply them. • Ability to analyze data and make accurate projections using business mathematics and basic statistical techniques. • Ability to organize and plan work and projects including handling multiple priorities. • Ability to make independent decisions and exercise sound judgment. • Ability to compile, write, and present reports related to program or administrative specialty. • Demonstrated ability to establish and maintain effective working relationships within and outside the work group and serve as a liaison for the organizational unit. • 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.
Preferred Qualifications:	<ul style="list-style-type: none"> • AmeriCorps experience; experience with grant tracking and reporting.
Special Conditions:	
License / Certification:	
Supervises Employees:*	<input type="radio"/> Yes <input checked="" type="radio"/> No
If position supervises other employees; list position titles:	

Job Duties

JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal
40%	<ul style="list-style-type: none"> Assist the Program Director and Program Manager with the implementation and documentation of all grant projects, activities, and requirements ensuring timely compliance with applicable regulations or requirements governing the program. Work with the Director and Manager to support the implementation of all program activities. Organize, schedule, and coordinate meetings and/or events, including notification and scheduling with attendees, preparation of materials, developing agendas, recording minutes, developing and creating presentation materials, and ensuring completion of follow-up activities as well as schedule university facilities and services. Using a project management platform, track partner communication, maintain grant documentation, and monitor timelines and due dates; assist with documentation and reporting of site activity and partnerships. Maintain all budget information in an appropriate, complete, and timely manner. Prepare and process all budget transaction paperwork, such as purchase orders and timesheets, to ensure appropriate expenditures and salaries are carried forth. Track and monitor program expenses. Reconcile monthly budget report and research issues as necessary. Purchase, organize and monitor all program resources including supplies and equipment. Assist the Program Director and Program Manager in the development of budget, financial and program performance reports for Campus, State and National submission. Respond to written, phone, and in-person inquiries regarding the program. 	Essential
45%	<ul style="list-style-type: none"> Support program recruitment, application process, training and on-boarding practices for both community partners and College Service Fellowship participants. Coordinate with Lead team to meet with site supervisors. Coordinate with Office of Service Learning to complete S4 forms. Support development of criteria for site selection and activities and manage ongoing program related performance measurements and site compliance checks. Input and maintain reporting, and documentation of Fellow's weekly activities across service sites, produce program reports and assessments. Collect and process student participant timesheets. Liaison with Financial Aid to ensure timely and correct payments. Collect and analyze student data, document participant contract and progress, and track progress of program participants and host site outcomes. 	Essential
5%	<ul style="list-style-type: none"> Prepares and organizes recruitment outreach and informational events. Support planning and execution of end of year appreciation event for site partners and AmeriCorps Fellows. 	Essential
10%	<ul style="list-style-type: none"> Other duties as assigned 	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
Climbing: Occasionally
Concentrating: Frequently - Essential

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

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:	Occasionally
Excessive Noise:	Occasionally
Hazards:	Never
Outdoor:	Occasionally
Elevated Work:	Never
Extreme Temperature (hot or cold):	Never
Indoor (Typical office environment):	Frequently - 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:

May travel to community sites.

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: