

## Learning Commons Analyst (AA/S EI)

PD No.:PD-7909

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**POSITION DESCRIPTION INFORMATION**


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<b>Type of Action Requested:*</b>	New
<b>Internal Team:*</b>	ST-Human Resources - 42001
<b>Job Code/Employee Classification:*</b>	Admin Analyst/Spclst 12 Mo <u>Job Code: 1038</u>
<b>Classification Title:</b>	Admin Analyst/Spclst EI
<b>MPP Job Code:</b>	
<b>Position Number:</b>	
<b>CSU Working Title:*</b>	Learning Commons Analyst (AA/S EI)
<b>Salary Range/Grade:</b>	1038-EXEMPT I-Grade-2
<b>Reports to Supervisor:</b>	James Barnes
<b>Reports To:*</b>	Director, Learning Commons <u>Position no: ST-10000418</u>
<b>Campus:*</b>	Stanislaus
<b>Division:*</b>	Student Affairs
<b>College/Program:*</b>	Student Equity and Success
<b>Department:*</b>	Learning Commons - 52301
<b>FLSA Status:</b>	Exempt
<b>Hiring Type:</b>	Probationary
<b>Workplace Type (Exclude Inst Fac):</b>	On-site (work in-person at business location)
<b>Pay Plan:</b>	12 Months
<b>Pay Plan Months Off:</b>	

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**POSITION DESIGNATION**


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<b>Mandated Reporter:*</b>	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.
<b>Conflict of Interest:*</b>	None
<b>NCAA:</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<b>Is this a Sensitive Position?:</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<b>Care of People (including minors) Animals and Property:</b>	Yes
<b>Authority to commit financial resources:</b>	No
<b>Access/control over cash cards and expenditure:</b>	Yes
<b>Access/possession of master/sub-master keys:</b>	Yes
<b>Access to controlled or hazardous substances:</b>	No

- Access/responsibility to personal info:** Yes
- Control over Campus business processes:** No
- Responsibilities requiring license or other:** No
- Responsibility for use of commercial equipment:** No
- Is this a Campus Security Authority (CSA):**  Yes  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 direction, the Administrative Analyst will provide support within the Learning Commons, the campus resource for learning support serving both undergraduate and graduate students. The department offers peer-led learning support through Supplemental Instruction, Tutoring, and Writing Centers, along with resources, strategies, and workshops to help students reach their academic goals. This position encompasses a range of administrative and technical responsibilities, focusing on the learning support management system (StanTutor), the Common Human Resource System (CHRS), data dashboards, budget systems and analysis, and payroll and department operations.

This position is integral to our institution's commitment to academic excellence and student success. Incumbents in positions at this level perform the full range of work related to program and policy research, analysis, development, evaluation, and/or operational and fiscal analysis related to an administrative specialty. Work requires applying a theoretical knowledge base to develop recommendations and conclusions.

**Minimum Qualifications:\***

**EDUCATION & EXPERIENCE:** A bachelor's degree and/or equivalent training and administrative work experience involving study, analysis, and/or evaluation leading to the development or improvement of administrative policies, procedures, practices, or programs.

**Required Qualifications:**

- General knowledge and skills in the applicable administrative and/or program field and a foundational knowledge of public administration principles, practices, and methods.
- Knowledge of and ability to apply fundamental concepts.
- Ability to analyze data and make accurate projections using business mathematics and basic statistical techniques.
- Demonstrated ability to establish and maintain effective working relationships within and outside the work group and serve as a liaison for the organizational unit.
- Working knowledge of and ability to apply standard theories, principles, practices, and techniques applicable to the program and/or administrative specialty to develop conclusions and make recommendations.
- Thorough knowledge of policies, procedures, and outside regulations pertaining to the applicable program and/or administrative specialty.
- Working knowledge of operational and fiscal analysis and techniques. Working knowledge of budget policies and procedures.
- Ability to take initiative and independently plan, organize, coordinate, and perform work in various situations where numerous and diverse demands are involved.
- Skill in the research, development and evaluation of policies and programs, including skill in the collection, evaluation, and interpretation of data to develop sound conclusions and make appropriate recommendations.
- Expertise in investigating and analyzing problems with a broad administrative impact and implications. Ability to make independent decisions and exercise sound judgment.
- Ability to anticipate problems and address them proactively.
- Demonstrated ability to effectively interpret, organize, and present information and ideas in written or presentation form.
- Ability to compile, write, and present reports related to program or administrative specialty.
- Ability to train others on new skills and procedures and provide lead work direction.
- 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:**

- Two (2) years of related office work experience
- One (1) year of work experience in learning support or related area.
- Bachelor's degree in Business Administration, Public Administration, Education or other related degrees.
- Prior experience with coordinating processes and procedures or related field highly preferred.
- Prior experience in a CSU or in another higher education setting preferred.
- Prior experience with center functions and personnel practices.
- Experience with learning center platforms or related systems.
- Prior experience with CHRS, Peoplesoft, and or related HR/Payroll systems.

**Special Conditions:**

- May be required to work after-hours, evenings, or weekends.
- May be required to travel between Turlock and Stockton Campuses.

**License / Certification:**

- Valid California Driver's License.

**Supervises Employees:\***

- Yes  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"> <li>• Administer the learning support management platform, StanTutor.</li> <li>• Develop and maintain administrative systems through university databases, including PeopleSoft, Common Human Resource System (CHRS), Data Warehouse, dashboards, and other administrative systems.</li> <li>• Train students, staff, and faculty on how to use StanTutor. Develop and maintain a training library with accessible resources and video tutorials.</li> <li>• Advise management on policies and procedures related to finance, budgets, personnel, and related operational functions to meet programmatic goals.</li> <li>• Conduct program and policy research, analysis, development, reporting, and evaluation. Create infographics and dashboards for decision making needs.</li> <li>• Determine methods, policies, and procedures to achieve programmatic goals.</li> </ul>	Essential
30%	<p>Department Operations:</p> <ul style="list-style-type: none"> <li>• Create purchase orders, requisitions, and reviews charges for accuracy. Track supplies and services.</li> <li>• Conduct budget analysis, accounting, administration and financial planning for Learning Commons services, grant applications and collaborative programs.</li> <li>• Process travel requests and reimbursements.</li> <li>• Coordinate front desk operations, hiring and development of front desk student assistants.</li> <li>• Provide support for meetings and events including, taking minutes, including scheduling, reservations, preparing materials, logistics, and coordinating staff collaboration tools.</li> <li>• Organize communication, social media and marketing plans. Assist Learning Commons staff in development and editing of communications and forms.</li> <li>• Organize and represent the department in activities and events to increase awareness and access to services.</li> <li>• Implement office emergency and safety processes.</li> <li>• Assist director with special projects and initiatives.</li> </ul>	Essential
25%	<p>Recruitment and Payroll Coordination:</p> <ul style="list-style-type: none"> <li>• Coordinate processes for preparing, collecting, processing, and tracking student staff and intern hiring documents.</li> <li>• Communicate with campus payroll, student staff, and supervisors to track completions and changes.</li> <li>• Maintain tracking systems for completion of required trainings and forms, including CSU employee trainings and scheduling agreements.</li> <li>• Coordinate payroll processes for student staff. Use StanTutor scheduling functions and Peoplesoft systems to review and enter payable hours and to verify with supervisors. Distribute payroll calendars and reminders.</li> <li>• Organize recruitment processes steps, forms and approvals for student staff.</li> <li>• Use tools and trackers to communicate progress with staff and departments.</li> </ul>	Essential
5%	<p>Other duties as assigned:</p> <ul style="list-style-type: none"> <li>• Lead projects or committees.</li> <li>• May be required to obtain additional training and/or certification as part of professional development, based on department and/or campus needs, to stay current with industry standards.</li> <li>• The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.</li> <li>• At the direction of appropriate administrator, may provide support to other areas/departments within functional area/departments as needed.</li> <li>• May provide lead work direction to support staff.</li> </ul>	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

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

**Excessive Noise:**

**Hazards:**

**Outdoor:**

**Elevated Work:**

**Extreme Temperature (hot or cold):**

**Indoor (Typical office environment):**

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:

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**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:**