



# POSITION DESCRIPTION

**Department:** College of Education, Health and Human Services  
**Working Title:** Administrative Support Coordinator  
**Job Code:** 1035  
**Time Base:** 1.0  
**Position Number:** 000000763  
**Union / Unit (if applicable):** California State University Employees' Union/ Unit 7

**Position Reports To:** Associate Dean  
**Classification:** Administrative Support Coordinator II  
**Range Code:** 2  
**Exempt or Non-Exempt:** Non-Exempt  
**Last Update:** 7/29/2024

**PURPOSE OF POSITION:**

Under general direction of the Associate Dean of the College of Education, Health and Human Services (CEHHS), this position coordinates faculty workload tracking processes for the College and provides administrative coordination, class scheduling, programmatic and budgetary support services for the Human Development department. This position is serves as the lead resource for the department chair, faculty and students in Human Development. This position also coordinates with the Contracts Analyst, Budget Analyst, and Operations Analyst in the CEHHS Dean’s Office for tracking faculty workload.

**MAJOR RESPONSIBILITIES:**

	<u>% of Time</u>
1. Coordination of CEHHS faculty workload tracking (Dean’s Office)	50%
2. Department of Human Development Administrative Support & Coordination	30%
3. Department of Human Development Budget Coordination	20%

**LIST OF TASKS FOR EACH MAJOR RESPONSIBILITY:**

**1. Coordination of Faculty Workload Tracking for CEHHS**

- Coordinate the preparation and routing of all Additional Employment Disclosure Forms (AEDF) for faculty within the College for each term.
- In collaboration with the Associate Dean, prepare communications for College faculty regarding instructions and deadlines to submit workload information at various times throughout the year.
- Develop and maintain an online submission platform for faculty to provide workload information.
- Communicate with all relevant individuals to ensure that information contained on AEDFs are accurate and are routed for all appropriate and necessary signatures.
- Communicate regularly with Faculty Affairs and PAR team to ensure that the College is in compliance with the most recent campus policies and is utilizing the most up to date forms and processes.
- Carefully maintain official College records of faculty workload during each semester and intersession.
- Periodically review processes for workload tracking and suggest changes to improve workflow and efficiency.
- Assist in creation/revision of forms used to track workload.
- In collaboration with the Associate Dean, coordinate faculty use of *Infoready* for submission and review of assigned time. Coordinate College tracking of faculty assigned time and help to ensure that information provided in *Infoready*/FAR matches actual faculty workload assignments during Fall and Spring semesters.
- Serve as primary contact for questions related to AEDF processes and tracking and serve as liaison with other units on campus including Extended Learning, University Corporation, Office of Undergraduate Studies, Faculty Center, and Office of Graduate Studies and Research.

## **2. Department of Human Development Administrative Support & Coordination**

- Provide day-to-day coordination of Human Development and their operations (e.g., first point of contact for students, staff, faculty, administrators, other units on campus, and the general public).
- Train, organize and prioritize the work of student assistants as needed.
- Verify completeness and accuracy of time sheets for student employees.
- Plan and coordinate department meetings and events as needed and serve as official minute-taker for all department/program meetings.
- Coordinate requests by and serve as administrative support to department chair and faculty.
- Regularly evaluate program materials and procedures to ensure compliance with university policy and practices. Make recommendations and propose and develop solutions.
- Maintain comprehensive records, including central repository of departmental class schedules, all syllabi and additional documents upon request.
- In collaboration with Department Chair, build and maintain master departmental schedules each academic semester and winter/summer terms in PeopleSoft, record changes as they occur, and communicate changes to faculty, staff, students and pertinent campus departments.
- Coordinate classroom scheduling and prepare classrooms as needed for classes.
- Prepare and provide enrollment reports to chair as needed.
- Support and coordinate registration/matriculation issues and refer to appropriate campus resources for troubleshooting (e.g., PeopleSoft, IITS, CEHHS Student Services).
- Act as liaison for the department in responding to inquiries and requests related to all aspects and constituencies of Human Development (e.g., respond to community agency inquiries) and direct specialized inquiries to appropriate university resources/partners.
- Communicate all relevant program-related information to current students, faculty and alumni.
- Assist with planning and coordination of department site visits for program review, including scheduling, site visitor travel, hospitality, room requests, etc.
- Coordinate and participate in outreach activities, including orientations, recruitment events, information sessions, grad fairs and other current student and prospective student events.
- Provide administrative support for lecturer faculty search processes per college and university practices.
- Assist the search committee during the tenure-track faculty recruitment process, including preparing announcement, obtaining approval of listed recruitment sources, travel paperwork for candidate visits, creation of agendas etc.
- Create special consultant and independent contractor agreements/requisitions for various instructional/program needs in collaboration with the CEHHS Dean's office.
- Submit requests for keys and key cards for lecturer faculty and student assistants as needed.
- Assist with the distribution of mail and set-up of mailboxes.
- Responsible for procuring and maintaining office administrative materials/needs, to include office supplies, equipment, materials and services to support instructional needs.
- Work with student groups, such as student clubs and honor societies tied to the majors served by the department.
- Administrate purchase requests and notify appropriate personnel of approvals and purchasing status.
- Organize and maintain common electronic database sharing sites.
- Communicate and process all hiring documents for incoming lecturers in collaboration with the Contracts and Budget Analyst in the CEHHS Dean's office.
- Submit ESP for lecturers in PeopleSoft to notify various departments of personnel changes.
- Maintain department calendars and monitor resource mailboxes.
- Prepare requested documents for faculty as appropriate, including Professional Development spending requests, hospitality, and travel authorizations.
- Other administrative support duties and special projects as assigned.

## **3. Department of Human Development Budget Coordination**

- Develop and maintain fiscal year shadow budget systems for multiple budget accounts, process budget transfers as needed and provide fiscal review of assigned budget accounts.
- Responsible for budget tracking, reconciliation, organization and cross-checking with shadow accounts of assigned budgets.

- Oversee and maintain all records of budgetary requests, revisions, and final approved documentation.
- Reconcile all activity against PeopleSoft monthly, at mid-year and year-end to ensure budget accounts are identified and captured accurately.
- Prepare monthly expenditure reports for College Budget Analyst, Department Chairs and Associate Dean; Research and resolve budget variances.
- Perform monthly account and Pro Card reconciliations and produce monthly reconciliation reports.
- Closely monitor campus financial calendar to ensure compliance with financial deadlines.
- Attend university and divisional Business Managers meetings to keep current with campus financial rules & regulations.
- Prepare mid-year and fiscal year-end report for review and approval.
- Act as liaison for Department staff and faculty in obtaining reimbursement for travel and other costs from accounting.
- Prepare year end payroll accrual reports.
- In collaboration with the CEHHS Dean's office, prepare requisitions, budget transfers, expenditure transfers, search advertisements, petty cash, requests, travel documents and appropriate reimbursement forms (i.e., travel, petty cash, check requests) after collecting receipts and pertinent information and submit to appropriate campus units. Review for accuracy and proper procedures prior to program director/associate dean signature to ensure adherence to CSUSM university policy.

**PROVIDES LEAD DIRECTION OF OTHERS:**

- Student Assistants as needed.

**REQUIREMENTS OF POSITION:**

**1. List education and experience required**

- Five years of progressively responsible administrative support experience and responsibilities giving knowledge of office methods, procedures, and practices; or an equivalent combination of education and experience.
- One year of experience in budget coordination and knowledge of budgeting policies and procedures.
- Preferences
  - i. Administrative office experience in higher education environment
  - ii. Bachelor's degree

**2. List knowledge, skills, and abilities required for this position.**

- Demonstrated ability to clearly communicate, both orally and in writing
- Demonstrated working knowledge of clerical policies, office procedures and principles
- Ability to quickly learn applicable university infrastructure, policies, and procedures
- Thorough knowledge of English grammar, punctuation and spelling
- Demonstrated ability to draft and compose correspondence and standard reports
- Thorough knowledge of office systems and ability to use a broader range of technology, systems, and packages
- Demonstrated ability to use and learn various software packages, technology, and systems
- Demonstrated ability to interpret and apply policies and procedures independently
- Demonstrated ability to independently handle multiple work unit priorities and projects
- Demonstrated ability to use judgment and discretion to act when policies and procedures do not exist
- Demonstrated ability to troubleshoot most office administration problems and respond to all inquiries and requests related to the work area
- Demonstrated experience performing business math, analyze budgetary data and making accurate projections
- Working knowledge of budget policies and procedures
- Demonstrated ability to effectively handle a broader range of interpersonal contacts, including those at a higher level and those sensitive in nature
- Demonstrated skill in Microsoft Office products specifically word and excel
- Demonstrated ability to handle highly sensitive and confidential documents

- Ability to maintain and develop filing systems (alpha, numeric, etc.)
- Demonstrated experience reconciling budgets and resolving problems in budget expenditures
- Ability to quickly learn clinical placement site requirements (immunizations, HIPPA, etc.)
- Demonstrated ability to coordinate and schedule meetings, conferences, seminars, events and travel arrangements
- Demonstrated ability to independently develop and revise office administrative/secretarial policies and procedures
- Ability to provide lead direction and training to student workers
- Ability to research and compile information, and prepare departmental reports
- Ability to establish and maintain a professional working relationship with others within and outside of the workgroup.

**3. List machines, tools, equipment, and motor vehicles used in the performance of the duties**

- Standard office and communication equipment.

**4. Unique working conditions**

- This position is subject to a background check including, but not limited to, employment verification, education verification, reference checks and criminal record checks. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.
- This position is a “designated position” in the California State University’s Conflict of Interest Code. The incumbent in this position is required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission. This position is required to file the Form 700 under the disclosure category: 2.
- Must participate in required campus trainings including, but not limited to, Information Security Awareness Training and Sexual Violence Awareness and Prevention “EDU: Eliminate Campus Sexual Misconduct”.

**PURPOSE AND NATURE OF WORK RELATIONSHIPS:**

Define working relationships with people on and off campus (other than supervisor or people supervised) with whom this employee interacts on a continuing basis, and how often this interaction occurs.

CEHHS Office staff	Document processing and approvals	As needed
Event Scheduling	Schedule rooms for meetings	As needed
Extended Learning staff	Document processing and approvals	As needed
Kine/Human Development Students	Respond to inquiries; handle processing tasks	As needed
Community Agencies	Respond to inquiries; handle processing tasks	As needed

**PHYSICAL EFFORT:**

Check the appropriate box for each of the following items which most accurately describes the extent of the specific activity performed by this employee on a daily basis.

**PHYSICAL EFFORT**

Number of hours/day  
N/A 1-2 3-4 5-6 7+

	N/A	1-2	3-4	5-6	7+
1. Sitting				X	
2. Standing		X			
3. Walking		X			
4. Bending Over		X			
5. Crawling	X				
6. Climbing	X				
7. Reaching overhead		X			
8. Crouching	X				
9. Kneeling		X			
10. Balancing		X			
11. Pushing or pulling		X			

- 16. Driving cars, trucks, forklifts and other equipment
- 17. Being around scientific equipment and machinery
- 18. Walking on uneven ground

Number of hours/day  
N/A 1-2 3-4 5-6 7+

- 12. Lifting or carrying
  - A. 10 lbs or less
  - B. 11 to 25 lbs
  - C. 26 to 50 lbs
  - D. 51 to 75 lbs
  - E. 76 to 100 lbs
  - F. Over 100 lbs
- 13. Repetitive use of hands/arms
- 14. Repetitive use of legs
- 15. Eye/hand coordination

	N/A	1-2	3-4	5-6	7+
		X			
		X			
	X				
	X				
	X				
	X				
			X		
		X			
				X	

Yes	No
	X
	X
	X

**MENTAL EFFORT**

Number of hours/day  
N/A 1-2 3-4 5-6 7+

	N/A	1-2	3-4	5-6	7+
1. Directing others	X				
2. Writing		X		X	
3. Using math/calculations		X			
4. Talking			X		
5. Working at various tempos				X	
		X			
			X		
6. Concentrating amid distractions		X			
				X	
7. Remembering names			X		
8. Remembering details	X				
9. Making decisions					
10. Working rapidly					
11. Examining g/ observing details					
12. Discriminating colors					

**ENVIRONMENTAL FACTORS**

Number of hours/day  
N/A 1-2 3-4 5-6 7+

- 1. Inside
- 2. Outside
- 3. Humid
- 4. Hazards
- 5. High places
- 6. Hot
- 7. Cold
- 8. Dry
- 9. Wet
- 10. Change of temp
- 11. Dirty
- 12. Dusty
- 13. Odors
- 14. Noisy
- 15. Working w/others
- 16. Working around others
- 17. Working alone

	N/A	1-2	3-4	5-6	7+
					X
	X				
	X				
	X				
	X				
	X				
	X				
	X				
	X				
	X				
	X				
		X			
			X		
			X		
	X				

## SIGNATURES

The last sheet for any staff position description should contain the signature sheet. Signatures will include the incumbent's signature (if applicable) or new employee; the supervisor's signature and all pertinent administrative personnel.

### Employee

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Appropriate Administrator (MPP)

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Dean/Department Head/Director/AVP (optional)

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_