



POSITION DESCRIPTION

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| Department: | CAED Dean's Office |
| Classification Title: | Administrative Support Coordinator 12 Month – ASC II |
| Working Title: | Administrative Coordinator |
| FLSA Status: | <input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt |
| Incumbent: | |

Position Summary

With approximately 2,000 students and 145 faculty and staff, Cal Poly's College of Architecture and Environmental Design (CAED) offers eight degree programs in five closely related departments: Architectural Engineering, Architecture, City and Regional Planning, Construction Management, and Landscape Architecture. For decades the CAED's nationally ranked, accredited programs and over 16,000 alumni have been a positive influence on forces that shape the planning, design and construction worlds. The common educational goal shared by all academic programs within the CAED is excellence in preparing tomorrow's built environment leaders. The CAED's programs are distinguished by their selective admissions, active incorporation of hands-on-learning experiences and their close instructional relationship to professions and industries, as well as public agencies and community constituents.

This position has significant autonomy and operates under the general direction of the Assistant Dean of Finance, Personnel and Data Assessment, and is responsible for the administrative coordination and duties related to the overall operation of the Dean's Office of the College of Architecture and Environmental Design. The incumbent serves as the first point of contact for internal and external constituents, prepares correspondence, manages schedules, and plans travel, meetings, and events, including: information management, record-keeping and reporting, procurement, accounts payable, student recruitment and supervision, and coordination of special projects and events. In consultation with the Dean and the Assistant Dean this position is responsible for the full scope of project activities including initiation, execution, coordination, implementation, and evaluation.

Duties and Responsibilities

The following examples illustrate typical work activities and are not meant to be all inclusive or restrictive:

| Essential Job Functions | Daily | 90% |
|---|--------------|------------|
| 1. Coordinate the Dean's professional calendar and travel to include reconciliation of travel claims. Plan and document meetings involving on-campus and off-campus constituents. Screen requests for meetings with the Dean, referring them to appropriate individuals or other departments, as necessary. | | |
| 2. Oversee the daily operations of the Dean's office and hire, train and supervise student employees. | | |
| 3. Provide the Dean with appropriate drafts of meeting minutes or briefing materials, and summaries of information necessary for key meetings working in close collaboration with college and university staff. Compose correspondence and compile (research and prepare) reports for the Dean. | | |
| 4. Process award nominations, summer appointments, service stipends, and other payment contracts, in accordance with university procedures. | | |
| 5. Provide support to the Dean's Office by reviewing and processing various financial transactions to include stipend payments. Review, prepare and process requests for expenditures, purchases, reimbursements as well as monthly procurement credit card reports. | | |

6. Assist the Assistant Dean with faculty and staff recruitment processes and provide support with Academic Personnel and HR related documentation and communication.
7. Coordinate and monitor activities related to the faculty Appointment, Review, Promotion, and Tenure (ARPT) processes in coordination with the Dean and the College's Academic Departments. Maintain personnel files for all CAED faculty.
8. Oversee the flow of information between the college's offices and the offices of the President, Provost, Vice President and assist with internal and external communications.
9. Interpret and communicate college, and university budget and personnel policies and procedures to ensure compliance.
10. Coordinate college wide meetings organized by the Dean's Office including space reservations, catering and invitations working in close collaboration with the Special Events Coordinator.

Related Job Functions

As Needed

10%

- Perform other duties as needed to fulfill position responsibilities, or as assigned
- Perform special projects as assigned
- Attend training programs for continued professional development

Required Education, Experience, and Credentials

Education and Experience:

- High school diploma or its equivalent. Type 45 wpm. Five years of general office support or technical experience. (Training at a vocational school or full-time college education may be substituted for two years of the required experience on the basis of one year of college education for 6 months of experience.)

Licenses, Certificates, Credentials:

- N/A

Required Skills, Knowledge, and Abilities

- Demonstrated customer service experience requiring a very high level of diplomacy and professionalism.
- Ability to use tact and diplomacy to effectively handle a broad range of high level and sensitive interpersonal situations with diverse personalities, and to respond appropriately to conflicts and problems.
- Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in and outside the University with the ability to establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds.
- Excellent communication skills; ability to effectively communicate information in a clear and understandable manner, both verbally and in writing.
- Ability to troubleshoot most office administration problems and respond to all inquiries and requests related to work area.
- Ability to understand problems from a broader perspective and anticipate the impact of office administration problems and solutions on other areas.
- Ability to analyze operational and procedural problems and develop, recommend, and evaluate proposed solutions.
- Ability to effectively write and present own reports.
- Thorough knowledge of English grammar, spelling and punctuation. Proofreading and editing skills.
- Ability to interpret, communicate and apply policies and procedures independently, and use judgment and discretion to act when precedents do not exist.
- Demonstrated ability to maintain a high degree of confidentiality.
- Excellent organizational skills with ability to coordinate multiple assignments with fluctuating and time-sensitive deadlines. Ability to independently anticipate and prioritize tasks and projects through the use of initiative, time management skills, creative problem-solving and sound decision making.
- Ability to use negotiation and persuasion skills to achieve results and expedite projects.

- Excellent computer skills and proficiency with a variety of computer applications including word-processing, spreadsheets, databases, on-line systems, Internet as well as online calendaring and email.
- Working knowledge of budget policies and procedures; ability to monitor and track department budget and make projections. Ability to independently analyze data from large budgets and make accurate projections using standard business math, requiring some inference.
- Working knowledge of or ability to quickly learn University infrastructure, policies and procedures.
- Skill in collection and evaluation of data to develop valid conclusions and recommendations. Ability to compile information in a concise manner for meetings and reports.

Preferred Skills and Experience

- Demonstrated skills in an institutional/educational environment utilizing a customer-oriented and service-centered attitude.
- Experience using Cal Poly systems such as PeopleSoft and dashboards for data mining and scheduling.
- Experience creating and editing content for websites and social media.
- Familiarity with academic curricula, flowcharts and related concepts.

Special Conditions

- Must be willing to travel and attend training programs off-site for occasional professional development
- Must be able to work overtime, occasional holidays, and adjust working hours to meet special projects. May be called back periodically to perform work as needed on an emergency basis
- 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
- Must be able to successfully pass a pre-employment background/fingerprint check
- This position classification has been defined as non-exempt and is subject to overtime provisions of the Fair Labor Standards Act (FLSA)

INCUMBENT: I have read this position description and understand its contents.

INCUMBENT NAME SIGNATURE DATE

SUPERVISOR: I certify that all statements on this form are complete and accurate.

IMMEDIATE SUPERVISOR NAME AND TITLE SIGNATURE DATE

DEPARTMENT HEAD: I certify that all statements on this form are complete and accurate.

DEPARTMENT HEAD NAME AND TITLE SIGNATURE DATE

HUMAN RESOURCES USE ONLY

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|---------------------------------------|-------|---|------------------------------|
| Employee ID#: | _____ | REQUEST FOR: | CLASSIFICATION INFORMATION |
| Position Number: | _____ | <input type="checkbox"/> Update Review for File | Classification Title: ASC II |
| FTE: | _____ | <input type="checkbox"/> Classification Review | Class Code/Range: 1035-II |
| <input type="checkbox"/> Permanent | | <input type="checkbox"/> New Position Recruitment | CBID: R07 |
| <input type="checkbox"/> Temporary | | <input type="checkbox"/> Replacement Recruitment | MPP Job Code: n/a |
| <input type="checkbox"/> COI Position | | | Classifier Initials: SJ |
| Recruitment Number: | | | Date: 9/13/24 |