



POSITION DESCRIPTION

Department: CHABSS SofA-Music, Theatre & Dance

Working Title: Administrative Coordinator

Job Code: 1035

Time Base: Full-Time

Position Number: 00006968

Union / Unit (if applicable): California State University Employees Union (CSUEU)/Unit 7

Position Reports to: Associate Dean of Budget & Ops

Classification: Administrative Support Coordinator

Range Code: 1

Exempt or Non-Exempt: Non-Exempt

Last Update: 07/25/2024

PURPOSE OF POSITION:

The Administrative Support Coordinator coordinates the day-to day operations for the Music, Theatre and Dance Departments within the School of Arts. This individual serves as the first point of contact for students, staff, faculty, administrators, other units on campus, and the general public. The incumbent coordinates front-line administrative support and provides budgetary and administrative services. This position includes significant responsibilities related to faculty development funds, travel assistance, event coordination, and academic scheduling.

MAJOR RESPONSIBILITIES:

	<u>% of Time</u>
1. Coordination of Administrative Functions and Office Operations	45%
2. Budget Planning and Reconciliation	25%
3. Arranging Events and Activities	20%
4. Student information	10%

LIST OF TASKS FOR EACH MAJOR RESPONSIBILITY:

- Coordination of Administrative Functions and Office Operations for Music, Theater and Dance (45%)**
 - Serve as an information resource for students, staff, faculty, other University departments, outside agencies, and the general public.
 - Respond to inquiries from other departments regarding clerical operations, policies, and procedures.
 - Compile informational reports.
 - Serve as the central administrative resource for student programs, independent study paperwork, Chairs and Program Directors, and assigned Faculty.
 - Communicate University policies and procedures regarding credit audits, faculty advisement schedules, and graduation information to students.
 - Provide support and updates to faculty regarding faculty professional development funds and assist with submitting travel claims.
 - Maintain Department website.
 - Coordinate the hiring process and oversee the budget for student assistants who work as office assistants, faculty instructional assistants as well as event ticketing and event support student assistants
 - Oversee work of Department Student Assistants to ensure compliance with University regulations, including FERPA. Assign work hours and approve timesheets.
 - Coordinate guest artist paperwork and events.
 - Maintain the master departmental class schedule and address specific course needs related to classroom requests.
 - Input class schedule into the PeopleSoft Scheduling campus system, as needed.
 - Provide administrative support and coordination for faculty search committees during recruitment processes. Coordinate interviews, itineraries, and faculty applicant accommodations.
 - Onboard new lecturers with keys, parking, etc.
 - Maintain documentation related to faculty searches and department personnel records.
 - Assist Department Chair with assignment of office space to lecturers.
 - Train faculty and staff in the use of office equipment and programs.
 - Assist the Technical Director with contracts and special programs and events.

2. **Budget Planning and Reconciliation (25%):**

- Maintain shadow budgets (in Excel format) to monitor costs and maintain expenditure projections within approved budget estimates.
- Responsible for budget tracking, reconciliation, organization of shadow and regularly updating chairs on status of budget.
- Prepare appropriate forms for salary adjustments, budget/expense transfers, and reimbursements in support of department and faculty.
- Attend college, university, and divisional Business Managers meetings to keep current with campus financial rules & regulations.
- Perform monthly account reconciliations; produce monthly reconciliation reports.
- Prepare mid-year and fiscal year-end report and conduct review with Department Chair.
- Closely monitor campus financial calendar to ensure compliance with financial deadlines.
- Act as liaison for Department staff and faculty in obtaining reimbursement for travel and other costs from accounting.
- Procard Card Holder
 - Purchase, maintain and ensure adequate inventory of office supplies.
 - Check monthly credit card statements for discrepancies and prepare expenditure reports.
 - Signature authorization for Procard use.

3. **Arrange Events, Activities, Publicity and Promotion Including Social Media (20%)**

- Assist with online and at-the-door ticket sales for departmental, non-production, events and schedule student assistants for event ticketing.
- Assist Chairs and Program Directors with arranging events and activities related to community engagement.
- Coordinate activities, including facility and audio-visual equipment arrangements, for department-supported programs.
- Prepare parking and travel directions for guests.
- Prepare and distribute flyers and announcements for events.
- Prepare agendas and coordinate meetings with faculty.
- Meet with ASCI for AMD to coordinate across the School of the Arts.
- Maintain department/program websites with upcoming events, internship opportunities, faculty bios, and course description.
- Promote events through university/community systems and social media.

4. **Student Information (10%)**

- Serve as initial program contact for current and potential students responding to inquiries and providing information regarding majors, major requirements, admission, and graduation requirements.
- Refer students to appropriate individuals or offices such as Academic Advising or Enrollment Services as required
- Communicate University policies and procedures regarding faculty office hours and graduation information to current and potential students

PROVIDES LEAD DIRECTION OF OTHERS:

- Student Assistants

REQUIREMENTS OF POSITION:

1. **List education and experience required**

- a. Four years of progressively responsible administrative support experience and responsibilities giving knowledge of office methods, procedures, and practices.
- b. At least 1 year of experience in budget coordination and knowledge of budgeting policies and procedures
 - i. Preferences
 - Work experience in higher education setting

2. **List knowledge, skills, and abilities required for this position.**
 - a. Experience to be fully functional in all technical aspects of work assignments.
 - b. Thorough, detailed knowledge of applicable university infrastructure, policies, and procedures.
 - c. Thorough knowledge of English grammar, punctuation, and spelling.
 - d. Thorough knowledge of office systems and ability to use a broader range of technology, systems, and packages to include Microsoft Office (Word, Excel, Outlook), PeopleSoft, Quicken.
 - e. Ability to independently coordinate many different clerical tasks, prioritize and set respective deadlines and complete all projects accordingly.
 - f. Ability to establish and maintain a cooperative working relationship with students, faculty, staff, and students.
 - g. Ability to apply independently a wide variety of policies and procedures where specific guidelines may not exist.
 - h. Working knowledge of budget policies and procedures.
 - i. Ability to perform standard business math, such as calculate ratios and percentages, track financial data, and make simple projections.
 - j. Must have excellent written and oral communications skills together with the demonstrated ability to effectively interpret, organize and present information and ideas in written or presentation form
 - k. Ability to draft and compose correspondence and standard reports.
 - l. Ability to handle effectively a broader range of interpersonal contacts, including those at a higher level and those sensitive in nature.
 - m. Demonstrated ability to provide lead direction to student assistants and provide training to staff.
 - n. Demonstrated commitment to the principles of diversity and multiculturalism.
 - o. Must be willing to participate in training to keep skills current and for professional development pertaining to this position.

3. **List machines, tools, equipment, and motor vehicles used in the performance of the duties**
 - a. PC computer, Windows operating system, copy and fax machines, printers, scanner, multi-line telephone.
 - b. Software – MS Office, Excel, Word, Internet, Outlook for email. Excel and database systems are a must.

4. **Unique working conditions**
 - a. Local travel may be necessary to run errands or participate in on and off-campus events/courses/training.

5. **Other Employment Requirements**
 - a. 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.
 - b. 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 disclosure category: 2
 - c. This position is required to complete Discrimination Harassment Prevention training for Supervisors
 - d. 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.

Associate Deans	To provide analytical, logistical, and administrative support	Daily
Administrative Coordinators	To coordinate college-related and departmental tasks	Daily
Dean’s Office Staff	To coordinate efforts on shared tasks	Daily
Faculty, Staff and Students	To provide general assistance and information	Daily
Faculty, Staff and Students	To direct to appropriate offices and/or services	Daily

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+

1. Sitting
2. Standing
3. Walking
4. Bending (neck)
5. Bending (waist)
6. Twisting (neck)
7. Twisting (waist)
8. Crawling
9. Climbing
10. Reaching (above shoulder)
11. Reaching (below shoulder)
12. Walking on uneven ground
13. Crouching
14. Kneeling
15. Balancing
16. Pushing or pulling

	N/A	1-2	3-4	5-6	7+
1. Sitting				X	
2. Standing	X				
3. Walking		X			
4. Bending (neck)	X				
5. Bending (waist)		X			
6. Twisting (neck)				X	
7. Twisting (waist)	X				
8. Crawling	X				
9. Climbing	X				
10. Reaching (above shoulder)	X				
11. Reaching (below shoulder)	X				
12. Walking on uneven ground	X				
13. Crouching	X				
14. Kneeling	X				
15. Balancing	X				
16. Pushing or pulling	X				

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

17. Fine manipulation
18. Simple grasping
19. Power grasping
20. 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
21. Keyboard use
22. Mouse use
23. Repetitive use of hands/arms
24. Repetitive use of legs/feet
25. Eye/hand coordination

	N/A	1-2	3-4	5-6	7+
17. Fine manipulation	X				
18. Simple grasping				X	
19. Power grasping	X				
20. Lifting or carrying					
A. 10 lbs or less		X			
B. 11 to 25 lbs	X				
C. 26 to 50 lbs	X				
D. 51 to 75 lbs	X				
E. 76 to 100 lbs	X				
F. Over 100 lbs	X				
21. Keyboard use					X
22. Mouse use					X
23. Repetitive use of hands/arms					X
24. Repetitive use of legs/feet		X			
25. Eye/hand coordination					X

26. Driving cars, trucks, forklifts, and other equipment
27. Being around scientific equipment and machinery

Yes	No
	X
	X

MENTAL EFFORT

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

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

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

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. Extreme change of temp
11. Dirty/dusty
12. Exposure to gas/fumes/chemicals
13. Odors
14. Noisy
15. Working w/others
16. Working around others
17. Working alone

	N/A	1-2	3-4	5-6	7+
1. Inside					X
2. Outside	X				
3. Humid	X				
4. Hazards	X				
5. High places	X				
6. Hot	X				
7. Cold	X				
8. Dry	X				
9. Wet	X				
10. Extreme change of temp	X				
11. Dirty/dusty	X				
12. Exposure to gas/fumes/chemicals	X				
13. Odors	X				
14. Noisy		X			
15. Working w/others					X
16. Working around others					X
17. Working alone		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: _____