



POSITION DESCRIPTION

Department: Dean’s Office, CHABSS
Working Title: College Wide Support Coordinator
Job Code: 1035
Time Base: 1.0
Position Number: 00004299
Union / Unit (if applicable): California State University Employees’ Union (CSUEU) / Unit 7

Position Reports To: CHABSS AD Faculty Development & Inclusion
Classification: Academic Support Coordinator II
Range Code: 2
Exempt or Non-Exempt: Non-Exempt
Last Update: 6/16/22

PURPOSE OF POSITION:

Under supervision of the Associate Dean of Faculty Development and Inclusion and the general direction of the Lead Operations Analyst, this position provides budget, event coordination, and administrative support to the University’s largest college, the College of Humanities, Arts, Behavioral, and Social Sciences. This position works in a fast-paced academic environment to advance the College mission and to coordinate projects in support of students, staff, faculty, and administrators. Specific areas of responsibility include but are not limited to the following: coordination of college-wide and office functions and operations, budget maintenance and planning, and administrative support for multiple events and administrators and unaffiliated faculty.

MAJOR RESPONSIBILITIES:

	<u>% of Time</u>
1. Oversees Administrative Functions and Office Operations for the Dean’s Office	25%
2. Budget Maintenance and Planning	25%
3. Coordinates Multiple College Events, in support of student success and faculty development & inclusion	25%
4. Administrative Support for the Associate Dean of Faculty Development & Inclusion and the Associate Dean of Curriculum, Academic Programs, & Student Success, and unaffiliated faculty	25%

LIST OF TASKS FOR EACH MAJOR RESPONSIBILITY:

- 1. Oversees Administrative Functions and Operations for the Dean’s Office**
 - a. Coordinates daily operations of the CHABSS Dean’s Office ensuring the highest level of confidentiality, quality, and timely delivery of services.
 - b. Collaborates as part of the Operations Team to maintain front-line contact for the office, requiring regular contact with campus and external community members, and stewardship of office relationships with external partners.
 - c. Collaborates as part of the Operations Team to field initial concerns and complaints from students seeking support, evaluate student needs, and direct students to appropriate resources in the Dean’s Office or elsewhere.
 - d. Interacts daily with, and provides customer service to, faculty, staff, students, and the general public.
 - e. Assists with implantation of student course evaluations.
 - f. Collaborates on training and developing procedures for college-wide staff in support of college operations
 - g. Maintains dean’s office common spaces (including scheduling for SBSB 4111) and requests supplies.

- 2. Budget Maintenance and Planning**
 - a. Responsible for budget tracking, reconciliation, organization, and cross-checking with shadow accounts for communication team and student success team events and purchases.
 - b. Ensures compliance with policies and financial deadlines and attend meetings to keep current with campus financial rules and regulations.
 - c. Assists with delivering budget content, ensuring compliance with university and college policies and procedures; requires interpretation of policy and recommendations for policy improvement.

- 3. Coordinates Multiple College Events, in support of student success and faculty development & inclusion, including, but not limited to, the Career Network, Student Success, and the Global Commitment Committee.**
 - a. Liaise with Event and Conference Services on event planning and coordination.
 - b. Scheduling and meeting coordination, hospitality paperwork, and purchasing for events.
 - c. Administrative support for committees/working groups; scheduling, filing, and maintaining records.
 - d. Facilitates student travel paperwork and purchasing for student travel college wide.
 - e. Procard card holder

4. Administrative Support for the Associate Dean of Faculty Development & Inclusion and the Associate Dean of Curriculum, Academic Programs, & Student Success, and unaffiliated faculty.

- a. Calendaring, scheduling, assisting with travel, hospitality, event coordination, preparing agendas, filing, and maintaining records, and assisting with communications.

PROVIDES LEAD DIRECTION OF OTHERS:

None

REQUIREMENTS OF POSITION:

1. List education and experience required

- a. Five years of progressively responsible administrative support experience and responsibilities; or an equivalent combination of education and experience
- b. Equivalent to one-year experience in budget coordination and knowledge of budgeting policies and procedures

Preferences

- a. Experience in an academic setting
- b. Bachelor's Degree

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

- a. Thorough knowledge of office methods, procedures, and practices.
- b. Fluency in standard office software packages including Microsoft Office Suite (Word, Excel, Outlook)
- c. Strong communication skills and English grammar, including demonstrated written and oral communications skills to effectively interpret, organize, and present information and ideas in written or presentation form
- d. Demonstrated ability to establish and maintain cooperative and effective relations with University employees, students and the public
- e. Demonstrated ability to work as an effective member of a highly functioning team with a commitment to positive communication and conflict resolution among colleagues.
- f. Demonstrated skills in understanding, interpreting, and communicating procedures, policies, information, ideas, and instruction.
- g. Ability to identify and solve standard problems and refer more complex problems to appropriate staff or administrators
- h. Ability to learn and interpret independently and apply a variety of complex policies and procedures.
- i. Thorough, detailed knowledge of applicable university infrastructure, policies, and procedures.
- j. Ability to track and compare data.
- k. Ability to perform work independently under general direction related to goals of the programs
- l. Strong knowledge of budget policies and procedures, including demonstrated experience projecting, reviewing, and reconciling budgetary data.
- m. Experience performing standard business math, such as calculate ratios and percentages, track financial data, and make simple projections.
- n. Ability to learn the operations of an office as they relate to an academic environment
- o. Ability to develop and revise office clerical policies and procedures
- p. Ability to gather and maintain confidential information
- q. Detail-oriented with strong organization and time management

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

- a. Standard office and communication equipment

4. Other Employment Requirements

- a. 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
- b. 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
- c. Must participate in required campus trainings including, but not limited to, Information Security Awareness Training and Sexual Misconduct Prevention training

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.

Alumni Affairs	Solicit information on Alumni	As Needed
Budget & Forecasting	Budget transfers/issues	2-3 times a week
Cashier's	To obtain signatures and information regarding petty cash	1-2 times a week
Central Stores	To order office supplies	Weekly
Event Scheduling	Schedule room request for meetings, etc.	As needed
Faculty	To communicate on behalf of the Dean's Office	1-2 times a week, as needed
Faculty Support Staff	Communicate information between units, work cooperatively on college projects	Weekly
IITS	To obtain information regarding computer updates, software questions, etc.	3-4 times a week
Outside vendors	To solicit information regarding purchases	Monthly
Parking Services	Order parking permits for guests	As Needed
Procurement	To ensure proper procedures & policies, Requisitions and Pro-Card purchases	2-3 times a week
Students	To promote events, coordinate mentoring	3-4 times a week
UARSC	To solicit information regarding accounts	Bi-weekly

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 daily.

	Number of hours/day				
	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		X			
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				
13. Repetitive use of hands/arms			X		
14. Repetitive use of legs	X				
15. Eye/hand coordination		X			

Yes	No
	X
	X
	X

MENTAL EFFORT

	Number of hours/day				
	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					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. Change of temp	X				
11. Dirty	X				
12. Dusty	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 job 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: _____

Supervisor (MPP)

Print Name: _____

Signature: _____

Date: _____

Dean/Department Head/Director

Print Name: _____

Signature: _____

Date: _____