



CALIFORNIA STATE UNIVERSITY, STANISLAUS

Phone (209) 667-3354 ♦ www.csustan.edu/HR

EMPLOYMENT OPPORTUNITY

POSITION: ADMINISTRATIVE SUPPORT COORDINATOR II

JOB #11/60

Full-time temporary 10/12 pay-plan position available on or after February 15, 2012 in the Child Development Center. This position works ten months a year and is paid over twelve months with the typical period of mid December to mid January and the month of July off (depending on the academic calendar from year to year). Possibility of reappointment based on budget, department needs and job performance.

ESSENTIAL DUTIES: Under the general supervision of the Director and the Assistant Director of the Child Development Center, this position will coordinate extensive center office operations and busy academic office with large numbers of parent clients, lab students, staff and faculty. Duties include, but are not limited to:

- Coordinate daily CDC office operations; coordinate with Director and Assistant Director on general office tasks.
- Coordinate daily operations to include: processing mail, voicemail, e-mail, filing, record keeping, etc.
- Serve as primary contact and source of information for phones and visitors to determine purpose of visit or call and to assist and/or resolve problems.
- Establish and maintain office procedures to maximize office efficiency. Prepare routine correspondence including letters, memos, contracts, reports and newsletters.
- Maintain income and expense budgets and accounting procedures for Child Development Center. Maintain all CDC account records.
- Review and integrate data from multiple University accounting statements to prepare monthly reports for financial services.
- Maintain grant accounting on multiple grants; track transfer of funds from grants into trust accounts. Reconcile grant and trust budgets monthly and at end of fiscal year.
- Maintain monthly tuition accounts. Calculate fees, bill clients, post tuition payments and make deposits.
- Maintain subsidy accounts. Calculate fees, bill PASS Program on campus, post payments and make deposits.
- Maintain Pro Card accounting and reconciliation for the Director, Assistant Director and Office Manager.
- Coordinate and maintain large student payroll documentation for 25 staff-daily attendance, time spreadsheets, follow payroll procedures.
- Initiate and process hiring documentation for 25 student staff, assure requirements are maintained.
- Delegate, train, guide and assure completion of tasks assigned to 3-6 work study students. Maintain State CDEV Permit documentation for 16 student intern staff.
- Initiate and maintain licensure documentation for 2 student staff, including criminal record clearances, medical clearances, etc. Assure requirements are maintained.
- Register 250 lab student/per semester. Provide weekly reports to faculty. Complete procurement procedures for CDC office and children's program.
- Other duties or projects as assigned.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent.
- Minimum full time equivalent of four years of progressively responsible, high level administrative support experience that has provided the knowledge, skills and ability to perform the essential functions associated with this position using independent judgment, accuracy, and speed.

PREFERRED QUALIFICATIONS:

- Office coordination experience with high degree of responsibility and autonomy, preferred. Experience working in an educational office atmosphere preferred.
- Demonstrated experience with accounting, bookkeeping, and billing, preferred.
- Experience with developing, managing and reconciling budgets and with budget reporting, preferred. Experience with payroll policies and procedures, preferred.
- Ability to work in fast-paced, noisy office setting with proximity to young children; ability to maintain other work responsibilities while managing front desk contact with public and approximately 6 faculty, 65 children, 65 parent-clients, 25 staff; 250 laboratory students/per week.
- Knowledge of licensing procedures; ability to maintain and provide documentation to Federal and State regulatory agencies, preferred.
- Ability to organize and reconcile multiple grants, trusts and department budgets while maintaining a variety of reporting strategies and requirements, preferred.
- Ability to show initiative, good judgment, independent action and work with complete confidentiality. Ability to effectively communicate and interact with children and adults.

SPECIALIZED SKILLS AND ABILITIES:

- Comprehensive and detailed knowledge of CSU Stanislaus infrastructure including policies and procedures.
- Thorough mastery of English grammar, punctuation, and spelling. Demonstrated ability to communicate clearly both verbally and in writing.
- Expertise in using standard computers, office software packages, technology, and systems including proficiency with Word, Excel, File-Maker Pro and PeopleSoft. May function as the office information technology specialist.
- Ability to independently handle multiple work unit priorities and projects. Ability to interpret and apply policies and procedures independently, and use judgment and discretion to act when precedents do not exist. 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.
- Working knowledge of budget policies and procedures. Ability to perform business math, such as calculate ratios and percentages, analyze budgetary data, and make accurate projections requiring some inference. Ability to effectively write and present own reports.
- Ability to effectively handle a broader range of interpersonal contacts and/or interactions at all levels and handle highly sensitive interpersonal situations.
- Ability to use negotiation and persuasion skills to achieve results and expedite projects.
- Demonstrated ability to oversee the work of others. Ability to maintain professionalism, discretion and confidentiality in all interactions and transactions.
- Ability to work well under time pressures, meet deadlines, and handle multiple tasks concurrently.
- Ability to represent the CSU system to the community and to establish and maintain productive relationships with internal and external clients and staff.
- The successful candidate must be fingerprinted and successfully pass a background check, which may include checks of employment records, criminal records, civil records, and motor vehicle records.

SALARY RANGE: \$2,562 to \$3,846 per month plus excellent paid benefits. *(Position will normally be hired at, or near, the entry salary.)*

POSITION IS OPEN UNTIL FILLED. SCREENING OF APPLICATIONS TO BEGIN ON OR AFTER JANUARY 16, 2012.

APPLICATION PROCEDURE: Applications will be processed in accordance with Article 9.3 of the CSU/CSUEU Memorandum of Understanding. Preference will be given to qualified individuals currently employed at CSU Stanislaus in bargaining units 2, 5, 7, and 9 except when it is determined that it is necessary to appoint outside applicants to meet the best interest of the campus by obtaining specialized skills and abilities not available from current employees. Qualified candidates must submit a completed CSUS employment application (download electronic application at http://www.csustan.edu/hr/employment_opportunities/staff/index.html), professional resumé, and cover letter to:

California State University, Stanislaus · Human Resources Department
Mary Stuart Rogers Educational Services Gateway Building, Suite 320 (3rd Floor)
One University Circle · Turlock, CA 95382 · Phone: (209) 667-3354

Applicants requiring necessary accommodations to the application process may contact Human Resources at (209) 667-3351. California Relay Service is available at (800) 735-2922 voice and (800) 735-2929 TDD.

THOSE INDIVIDUALS WHO APPEAR TO BE THE BEST QUALIFIED FOR THIS POSITION WILL BE CONTACTED BY TELEPHONE FOR AN INTERVIEW.

CSU STANISLAUS IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION TITLE IX/SECTION 503/504 EMPLOYER. QUALIFIED WOMEN, MINORITIES, AND PERSONS WITH DISABILITIES ARE ENCOURAGED TO APPLY. CSU STANISLAUS HIRES ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES. CLERY ACT: IN COMPLIANCE WITH THE JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CRIME STATISTICS ACT, CRIME REPORT STATISTICS ARE AVAILABLE AT www.csustan.edu/UPD/pages/CampusCrimeStatistics/index.html

INFORMATION CONTAINED IN THIS ANNOUNCEMENT MAY BE SUBJECT TO CHANGE WITHOUT NOTICE.