EMployment OPPORTUNITY

POSITION: ADMINISTRATIVE SUPPORT COORDINATOR II

Full time position available on or after November 27, 2017 for the Sociology, Gerontology, and Gender Studies Department.

ESSENTIAL DUTIES: Serving under the general direction of the Sociology, Gerontology and Gender Studies Department Chair, this position provides administrative support for the Sociology, Gerontology and Gender Studies Department. The Administrative Support Coordinator is the principal support position overseeing and coordinating the day-to-day operations of a large, busy, and complex academic department including 15 full-time faculty and 10+ part-time faculty members. This position requires an individual capable of independently performing administrative and clerical duties at the highest level of quality within the context of a heavy workload; an extensive range of diverse university-wide responsibilities, multiple priorities, important deadlines, with highly-visible results. Duties include but are not limited to:

- Work with department chair and program director to evaluate, recognize conflicts/ errs, and provide solutions.
- Coordinate class scheduling process and input class schedules into the university’s CMS/PeopleSoft system.
- Coordinate and apply changes or corrections to the schedule in communication with the department chair and Dean’s Office.
- Assist chair with the unplaced class list
- Collaborate with other departments on scheduling cross-listed classes. Notify faculty of individual course assignments. Collaborate with other departments when classroom switches are requested by faculty due to class size
- In consultation with the department chair, manage administrative support functions for large/complex academic department including two undergraduate degree programs, and one graduate certificate programs.
- Maintain all correspondence, department reports, and electronic/paper files for both undergraduate and graduate areas.
- Monitor/reconcile program budgets including general fund, extended education, trust and foundation accounts using university databases.
- Develop/maintain spreadsheets to track department expenditures, prepares financial reports for the department chair and program director.
- Research and evaluate information requested by the department chair and program director using data sources in university and system-wide databases; prepare reports from information obtained from database searches.
- Review census figures, FTES, and workload reports to assist department chair in adhering to university policies regarding student enrollments and faculty workload expectations.
- Prepare faculty Workload Reports and Accrual Time forms; review for accuracy and submit to department chair for timely approval.
- Independently compose, review, and/or edit daily correspondence for the department chair’s signature to include letters, reports, and forms.
- Maintain departmental files and records including reference sources for policies, procedures and practices.
- Process all new-hire paperwork for staff, faculty and student assistants.
- Facilitate the national faculty hiring process by preparing complex travel arrangements, coordinating agendas, arrange for hospitality services and acting as administrative escort for job candidates.
- Place job postings on additional websites to ensure a diverse applicant pool.
- Prepare separate program requests for part-time faculty hires and maintains part-time contracts.
- Maintain information on part-time faculty pool and provide this information to department chair.
- Assist in the faculty RPT process.
- Maintain all documents pertaining to RPT, PTR elaborations, and the department part-time lecturer evaluation processes.
- Ensure that all required steps and critical deadlines are followed.
- Hire, train, manage, and evaluate work-study student assistant.
- Serve as primary departmental contact, informational point person, and resource for current students, potential students, faculty, administration, walk-in traffic and general public.
- Serves as departmental liaison/representative with other campus departments.
- Filters walk-in student questions. Evaluates student needs to carry out most effective direction and/or solution.
- Provide students, advisers, faculty, and parents with accurate/up-to-date information regarding admissions, courses, majors, prerequisites, general education, graduation requirements, university procedures, policies, rules and regulations, and student services.
- Participate in New Student Orientation to assist faculty advisors and welcome new students.
- Use independent judgment to assist students with basic advising information, registration or course concerns/problems and with paperwork such as petitions, withdrawals, individual study requests and requests for excess units.
- Develop quick-reference and informational documents to serve the needs of faculty and students.
- Communicate departmental, college and campus policies and processes to department faculty, as well as functional needs such as utilizing equipment, campus services, and available resources
- Exercise discretion and judgment in interpreting and applying university information and sensitive department information, and procedures.
- Lead staff person for accessing confidential information as well as organizing and maintaining confidential personal data pertaining to students, faculty, staff and administration.
- Assess and implement all matters related to department operational and procedural workflow.
- Troubleshoot operational and procedural problems to apply the most appropriate and effective solutions to departmental workflow processes.
- Ensure all department requests comply with applicable policies and procedures before presenting to the chair for signature approval.
- Clerical responsibilities include but are not limited to: tracking and submitting academic catalog changes, preparing course proposals and change requests, processing department requisitions, travel requests and claims, key requests, reprographics and facilities requests.
- Support department chair’s efforts to manage department expenses and contracts.
- Make department purchases using ProCard, Direct Pay, or Purchase Orders based on need.
- Develop and maintain databases for tracking of students by majors, minors, and concentrations.
- Use CMS/PeopleSoft to generate reports, rosters, track student information, and class enrollments.
- Use independent judgement to evaluate and implement student advising process within department.
- Assign student academic advisers based on evenly distributing advisee case load among advisers.
- Coordinate advisor schedules according to faculty availability and student class time.
- Release student advising holds.
- Provide staff support for the Alpha Kappa Delta (AKD) Honors Society. Coordinate the student honor society application process; create application forms, facilitate collection of student membership fees utilizing designated trust account, verify student eligibility according to GPA, initiate membership activation, distribution of official membership certificates, ensure campus charter is current. Coordinates the annual induction ceremony.
- Provide support for student internship course registration process via paperwork or permission numbers.
- Maintain files of internship student agreements, MOU database, create/update internship evaluation forms.
- Combine, sort and organize student internship rosters for faculty on class days.
- Assist faculty with IDEA course request process.
- Responsible for tracking and submitting the IDEA Evaluation requests to the academic Senate office to ensure faculty meet the university Memorandum of Understanding guidelines.
- Maintain and manage equipment inventory; survey/transfer obsolete equipment; obtain quotes, prepare purchase orders to obtain new equipment, directly purchase all accessories for equipment under $500.

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Continually keeping updated on new programs, resources, and university information regarding admissions, courses, majors, prerequisites, general education requirements, graduation requirements, procedures, policies, rules and regulations, and student services.

Other duties or projects as assigned.

MINIMUM QUALIFICATIONS:

- Completion of a high school program, technical/vocational program, or their equivalents.
- Several years of related office work experience.

PREFERRED QUALIFICATIONS:

- Knowledge of university databases such as PeopleSoft and Data Warehouse.
- Experience working with the Concur travel program.

SPECIALIZED KNOWLEDGE, SKILLS, AND ABILITIES:

- Experience to be fully functional in all technical aspects of work assignments.
- Comprehensive and detailed knowledge of the university infrastructure, policies, and procedures.
- Thorough mastery of English grammar, punctuation, and spelling.
- Thorough knowledge of office systems and expertise in using office software packages, technology and systems. May function as the office information technology specialist. Ability to use and quickly learn new office support technology systems and software packages is a prerequisite.
- Ability to independently handle multiple work unit priorities and projects.
- Ability to interpret and apply a wide variety of policies and procedures independently, and use judgment and discretion to act when precedents or specific guidelines 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 operations 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, track and analyze financial and/or budgetary data, and make accurate projections requiring some inference.
- Ability to effectively write and present own reports.
- Ability to effectively handle interpersonal interactions at all levels and handle highly sensitive interpersonal situations.
- Ability to use negotiation and persuasion skills to achieve results and expedite projects.

SALARY RANGE: $3,115 - $5,161 per month plus excellent paid benefits. (Position will typically be hired at or near the entry salary.) The California State University offers a premium benefit package that includes, but is not limited to, outstanding vacation, health, dental, and vision plans; a fee waiver education program; membership in the California Public Employees Retirement System (PERS); and 14 paid holidays a year.

APPLICATION DEADLINE: NOVEMBER 9, 2017

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. To be considered, qualified candidates must submit a completed CSUS employment application (download electronic application at http://www.csustan.edu/hr/Employment_Opportunities/Staff/index.html), cover letter, and resume 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

For questions, please contact: Dr. Tamara Sniezek (209) 667-3478

A background check (which includes checks of employment records, education records, criminal records, civil records; and may include motor vehicle records, professional licenses, and sex offender registries, as position requires) must be completed satisfactorily before any candidate can be offered a position with the CSU. 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.

Applicants requiring necessary accommodations to the application process may contact the Human Resources Department at (209) 667-3351. California Relay Service is available at (800) 735-2922 voice and (800) 735-2920 TDD. As a federal contractor, we are committed to attracting a diverse applicant pool. Please consider completing the Voluntary Self-Identification of Disability form (your response will not be shared with the search committee) at: http://www.dol.gov/ofccp/regs/compliance/sec503/Voluntary_Self-Identification_of_Disability_CC-305_SD_Edit1.24.14.pdf.

The individuals who appear to be the best qualified for this position may be contacted by telephone for an interview.

Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Annual Security Report (ASR), is now available for viewing at https://www.csustan.edu/annual-campus-security-report. The ASR contains the current security and safety-related policy statements, emergency preparedness and evacuation information, crime prevention and sexual assault prevention information, and drug and alcohol prevention programming. The ASR also contains statistics of Clery Act crimes for Stanislaus State for the previous three years. A paper copy of the ASR is available upon request by contacting the Office of the Clery Director located at One University Circle, Turlock, CA 95382, or by calling 209-667-3572.

The University is an equal opportunity employer and does not discriminate against persons on the basis of race, religion, color, ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, national origin, sex, sexual orientation, covered veteran status, or any other protected status. All qualified individuals are encouraged to apply. CSU Stanislaus hires only individuals lawfully authorized to work in the United States. 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.

Information contained in this announcement may be subject to change without notice.

10/26/17

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