

EMPLOYMENT OPPORTUNITY

POSITION: ADMINISTRATIVE SUPPORT COORDINATOR I

JOB #17775

Part-time, 24 hours per week, position available on or after August 1, 2018 for the College of Arts, Humanities and Social Sciences - School of the Arts. This position is on the 11/12 Pay Plan with the month of July off each year. Benefits and salary are paid over 12 months. In the initial year, pay adjustments may be required to allow the incumbent to adjust to the 11/12 Pay Plan. Also, income shortfalls may occur depending on the timing of the hire relative to the time in off-work status, and shortfalls may have an impact on benefits.

ESSENTIAL DUTIES: Under the general supervision of the Dean of the College of the Arts, Humanities and Social Sciences and School of the Arts, and under the lead direction of the College Analyst, this position will work closely with the Department Chairs for Art, Music and Theatre. This position is responsible for maintaining budgets and providing direct support of events for all three programs and requires an individual capable of providing administrative support and financial management at the highest level of quality within the context of a steady workload involving multiple priorities, important deadlines and visible results. Duties include but are not limited to:

- Provide assistance in maintaining budgets for Art, Music & Theatre programs. Maintain spreadsheets to track the various funds for each program. Fund types include: General, General Restricted (including Course Fees), IRA, UEE, Foundation, Trust, Grant, and Work-study.
- Prepare budget and expense reports; review these reports with SoA Chairs, the University Gallery Director, and relevant Area Coordinators on a regular basis.
- Review e-reqs, direct pays, guest lecturer and other financial forms for accuracy and verify that the appropriate funds and required forms and processes are used. Ensure timely submission of forms, and follow up with relevant parties to ensure completion of processing.
- Perform second review of SoA pro-card statements to ensure that appropriate funds are used and that all required documentation is included.
- Review Concur travel requests and expense reports for SoA Chairs prior to chair approval.
- Track forms to ensure that payment processes are completed in a timely manner. Follow up or coordinate with Financial Services or other approving departments as needed.
- Ensure timely completion, and keep College Financial Assistant apprised, of required budget transfers, journal entries and payroll transfers.
- Work with College Analyst & Financial Assistant to review questions/issues regarding budgets, financial documents and payment processes. Keep SoA Chairs informed of progress in resolving any outstanding issues.
- Assist College Analyst with mid-year and year-end reviews by providing information regarding current and anticipated expenses as requested.
- Maintain grant/awards log and files. Maintain a summary auxiliary funding spreadsheet.
- Work with the Principal Investigator or Project Director to prepare appropriate financial forms and make purchases as needed.
- Reconcile student payroll each month based on chair approvals. Work with the programs to insure that student hours do not exceed awards/budgets.
- Bill appropriate area for any tech services provided each month; then verify that deposits are received
- Stay current on campus policies and procedures regarding cash handling.
- Serve as a backup to prepare deposits when Department Staff are out of the office.
- Run reports in Vendini then verify that the cash, Vendini & Cash Net deposits match box office totals
- Work with SoA Chairs to determine the budget and administrative support needs for SOA events.
- Maintain income & expense reports for each event and review with the Chair/Faculty as needed to help ensure that events stay within budget.
- Assist College Analyst and SoA Chairs with the preparation of MOUs, Facility Use Agreements, and other SoA contracts and related supporting documents as needed (including venue and artist contracts, risk management and liability forms, payment paperwork, etc.).
- Review and/or prepare festival/camp instructors contracts/agreements.
- Obtain information from Department Staff, SOA Graphic Artist or Instructional Techs regarding outside events held in the Art Galleries, Snider Recital Hall or Main Stage Theatre. Track fulfillment of billing and reimbursement agreements.
- Coordinate billing of Event Services or other campus departments for technician and facility usage fees.
- Provide general accreditation financial assistance and specific financial information for the annual HEADS reports and other accreditation reports as needed.
- Serve as emergency staff backup when an SoA department is without a staff member.
- Actively pursue updates to working knowledge of applicable university policies and procedures. Other duties as assigned.

MINIMUM QUALIFICATIONS:

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

PREFERRED QUALIFICATIONS:

- Demonstrated skill in maintaining and reconciling basic budgets.
- Demonstrated experience creating reports in Excel with a high proficiency in using formulas
- Demonstrated ability to gather basic data and format it into the prescribed reporting formats. Demonstrated ability to create basic spreadsheets and accurate accounting reports.
- Must be articulate and possess excellent interpersonal skills with a demonstrated ability to work with the administration, faculty, staff, students and general public in a competent, diplomatic and open-communication style.
- Demonstrated ability to be well organized and detail-oriented with the ability to independently handle a number of different tasks simultaneously, while managing competing and conflicting priorities to meet critical deadlines.
- Ability to independently address a wide range of problems by interpreting policies and procedures, and using ingenuity to put information together in new ways. Ability to address common and unique problems using reasoning and judgment to develop practical, thorough, and creative solutions

SPECIALIZED KNOWLEDGE, SKILLS, AND ABILITIES:

- Experience to be fully functional in all technical aspects of work assignments.
- Thorough, detailed knowledge of applicable university infrastructure, policies, and procedures.
- Thorough knowledge of English grammar, punctuation, and spelling.
- Thorough knowledge of office systems and ability to use a broader range of technology, systems, and packages.
- Ability to independently handle multiple work unit priorities and projects.
- Ability to apply independently a wide variety of policies and procedures where specific guidelines may not exist.
- Working knowledge of budget policies and procedures.
- Ability to perform standard business math, such as calculate ratios and percentages, track financial data, and make simple projections.
- Ability to draft and compose correspondence and standard reports.
- Ability to handle effectively a broader range of interpersonal contacts, including those at a higher level and those sensitive in nature.

SALARY RANGE: \$1,565 - \$2,669 per month plus excellent paid benefits. 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: JUNE 14, 2018



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 **resumé** 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: Ms. Lori Phillips (209) 664-6807

Satisfactory completion of 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) is required for employment. CSU will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to satisfactorily complete the background check may affect the continued employment of a current CSU employee who was conditionally offered 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) 735-2929 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 WILL 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](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 GENERAL 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, REVISED 7/21/17, AS A CONDITION OF EMPLOYMENT.

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

5/31/18