This position description is used as a basis for determining the position classification and is maintained as an official record of the duties assigned to this position. This description is intended to be an accurate reflection of the assigned work, however, it is understood that duties may be removed, modified or assigned, and may not be included on this description.

**DEPARTMENT:**  **POSITION:** [ ]  NEW [ ]  EXISTING

**POSITION CLASSIFICATION: Administrative Support Coordinator II \* WORKING TITLE:**

**EMPLOYEE NAME:**

**SUPERVISOR NAME AND CLASSIFICATION:**

**A. POSITION PURPOSE:**

**B.** **LEAD RESPONSIBILITIES:**

|  |  |
| --- | --- |
| **CLASSIFICATION OF POSITION(S):** | **NUMBER OF EMPLOYEES:** |
|  |  |

# C. PHYSICAL DEMANDS:

# The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

# D. WORK ENVIRONMENT:

### E. EDUCATION: Completion of a high school program, technical/vocational program, or their equivalents.

### F. EXPERIENCE: Several years of related office work experience.

**G. SPECIALIZED KNOWLEDGE, SKILLS, 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.
* A background check (which may include: fingerprinting, checks of employment records, education records, criminal records, civil records, motor vehicle records, professional licenses, and sex offender registries, as position requires) must be completed satisfactorily before any candidate can begin employment with the CSU.

**H. PREFERRED QUALIFICATIONS:**

**I. SESITIVE POSITION CRITERIA (please check ALL boxes that apply to the position):**

[ ]  This position will be responsible for the care, safety and security of people (including children and minors), animals and CSU property.

[ ]  This position will have authority to commit financial resources of the university through contracts greater than $10,000.

[ ]  This position will have access to, or control over, cash, checks, credit cards, and/or credit card account information.

[ ]  This position will have responsibility or access/possession of building master or sub-master keys for building access.

[ ]  This position will have access to controlled or hazardous substances.

[ ]  This position will have access to and responsibility for detailed personally identifiable Level 1 information about students, faculty, staff, or alumni that is protected, personal, or sensitive. (For examples of Level 1, 2, and 3 Data, please see [CSU Policy 8065](http://www.calstate.edu/icsuam/sections/8000/8065_FINAL_DRAFT_Data_Classification_CW_V4.pdf).)

[ ]  This position will have control over campus business processes, either through functional roles or system security access.

[ ]  This position will have responsibilities that require the employee to possess a license, degree, or credential or other certification in order to meet minimum job qualifications and/or to qualify for continued employment.

[ ]  This position will have responsibility for operating commercial vehicles, machinery or equipment that could pose environmental hazards or cause injury, illness, or death.

[ ]  None of the above is applicable to the position.

**[ ]** *The incumbent is considered a Limited mandated reporter under the California Child Abuse and Neglect Reporting Act, updated July 2017, Penal Code Section 11165.7(a)[21] and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature Date

**[ ]** *The incumbent is considered neither a Limited nor General mandated reporter under the California Child Abuse and Neglect Reporting Act, updated July 2017.*

|  |  |
| --- | --- |
| **J. ESSENTIAL DUTIES AND RESPONSIBILITIES** include but are not limited to the following | Percentage of Time (%) |
|  | **%** |
|  | **%** |
|  | **%** |
|  | **100% TOTAL** |

**K. SIGNATURES:** (*Signature indicates that this is an accurate description of assigned duties.*)

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Employee Name Employee SignatureDate

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Supervisor Name Supervisor SignatureDate

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dept Head/Area Manager Name Dept Head/Area Manager Signature Date