



Position Title:	Administrative Support Coordinator
Job Bulletin Number:	103303
Classification:	Administrative Support Coordinator II
Department:	School of Engineering
Full/Part-time:	Full-time
Employment Type:	Probationary/Permanent
Bargaining Unit:	7, CSUEU
Pay Plan:	12 month
Salary Range:	\$3,352 – \$5,639 per month. Hiring salary budgeted at \$3,352 - \$4,000 per month commensurate with education and experience.
Benefits:	Premium benefit package includes outstanding health, dental and vision plans; life and disability insurances; pension (CalPERS); tuition fee waiver; and 14 paid holidays per year. See our benefits website for additional information.
Pre-Employment Conditions:	Background
Closing Date:	Open until filled. A review of applications will begin Tuesday, October 12, 2021 and the review period may end at any time thereafter.

POSITION SUMMARY: The administrative support coordinator for the Dean’s office provides support for faculty, students and administrators in the school in regard to critical school processes such as faculty recruitment, faculty teaching evaluations, and faculty teaching schedules. In addition, the coordinator provides support for the Dean’s calendar, including scheduling meetings and appointments, coordinating and making travel arrangements, performing credit card reconciliations, and assisting the Dean with gathering documents, data, etc. necessary for an efficiently functioning school. The coordinator assists school faculty with paperwork, travel plans, and other faculty responsibilities. Serving as timekeeper for the employees of the school, the coordinator also assists with budgeting, purchases and requisitions for the school.

HOW TO APPLY: Interested parties should submit the Cal Maritime Employment Application, a cover letter and resume. Apply on-line at <http://www.csum.edu/web/hr/careers>.

ABOUT THE CALIFORNIA STATE UNIVERSITY MARITIME ACADEMY:

Established in 1929, California State University Maritime Academy, a campus of the California State University, is the only degree-granting maritime academy on the West Coast. Located on a scenic waterfront site in Vallejo, the campus serves a student population of approximately 1100 undergraduates and 50 graduate students. The campus currently offers undergraduate degrees in Mechanical Engineering, Facilities Engineering Technology, Marine Engineering Technology, Marine Transportation, Global and Maritime Studies, and Business Administration. A master's degree in Transportation and Engineering Management is offered as well as a number of extended learning programs and courses.

MAJOR RESPONSIBILITIES:

Provide support for School's critical processes

- Organize, track and coordinate faculty recruitment; faculty appointment; faculty evaluation; review of department chairs; and other matters pertaining to faculty affairs and the CFA collective bargaining agreement in coordination with the Dean.
- Organize, track and coordinate student evaluations of faculty teaching each semester; ensure timeliness of evaluations and ensure confidentiality; maintain records and copies of evaluations in a confidential manner.
- Develop and maintain meeting schedules and agendas, take and transcribe minutes, and liaison for college committees as assigned.
- Track and record information on faculty workload.
- Prepare monthly and annual reports as required.
- Review all school credit card reconciliations and prepare for the Dean's approval.

Provide administrative support for the Dean

- Maintain the Dean's calendar. Schedule meetings and appointments.
- Receive visitors, phone calls and other communication for the Dean and respond or refer as appropriate.
- Prepare communications and reports, both electronic and hard copy, as directed by the Dean.
- Assist Dean in gathering documents, data, and other information as specified.
- Make travel arrangements to include transportation and hotel reservations, prepare travel advances and claim forms.
- Perform credit card reconciliation for self and Dean.

Provide support for School development:

- Assist Dean with research on donors and/or prospective donors.
- Assist with project management of all School development activities.
- Assist University Advancement with coordinating events, lists, invitations, and correspondence.
- Coordinate advisory council meetings; maintain lists of members; provide communications and support for meetings.

Faculty administrative and clerical support

- Support faculty on word processing, copying, scanning, and binding materials such as exams, syllabi, schedules, and other coursework.
- Collect and distribute mail.
- Make travel arrangements to include transportation and hotel reservations for School related trips.
- Receive and process employee reimbursements for approved travel.
- Calendar approved travel and other absences to reflect faculty who are out of office.
- Maintain files of STCW information from faculty.

PeopleSoft and other software utilization and website support

- Input and retrieve student information from PeopleSoft.
- Input data and transactions into Peoplesoft and other software programs
- Run reports as needed.
- Update and maintain the School website.

Budget and financial assistance

- Monitor and analyze budget data, check expenditures for accuracy, and research/resolve problems.
- Track and coordinate new and reoccurring purchases and track compliance/approval with IT and Procurement.
- Prepare reports as assigned/requested.
- Process direct expense reimbursement forms and prepare invoices for payment.
- Serve as timekeeper for School faculty – track, collect and review Absence forms.
- Purchase and requisition supplies, services and equipment as approved by the Dean

School curriculum administration

- Track curriculum documents for Dean approval and submission to curriculum committee.
- Assist with providing curricular content to the Registrar's Office for inclusion in the Academic Catalog.

Miscellaneous support

- Provide information on School events and accomplishments to the Public Affairs office.
- Provide logistical support for School events such as commencement, welcome day, etc.
- Assist School at annual University events, which could occur on weekends or evenings.
- Hire, train, schedule, and provide lead work direction for student assistants.
- Coordinate the purchase and preparation of ribbons and awarding letters for the Dean's list.

REQUIRED QUALIFICATIONS:

- These entry qualifications would normally be obtained through a high school program or GED combined with 3-4 years of related office work experience.

Incumbent must possess thorough knowledge of:

- Office systems, methods, standard procedures and practices.
- English grammar, punctuation, and spelling.
- Fluency in using standard office equipment (computers, copiers, phones) and standard office software packages such as, Microsoft Office (Word, Excel, and Outlook) and ability to use a broad range of technology systems and software.

Incumbent must have working knowledge of:

- Budget policies and procedures.
- Records retention practices and policies.
- Knowledge of business mathematics beyond basic arithmetic.

Skills required include:

- Active problem solving and effective interpersonal skills.
- Demonstrated competence in understanding, interpreting, and communicating procedures, policies, information, ideas, and instructions.
- Demonstrated competence in effectively presenting standard information in writing.
- Typing and keyboarding skills.

Must have the ability to:

- Independently handle multiple work unit priorities and projects
- Effectively handle a broad range of diverse interpersonal contacts, including those at a high level and those sensitive in nature.
- Perform standard business math, such as calculate ratios and percentages, track financial data, and make simple projections.
- Draft, compose and appropriately format correspondence and reports.
- Use and quickly learn standard office equipment, a broad range of technology systems and standard computer software packages, such as Microsoft Word, Excel, and Outlook.
- Clearly communicate orally and in writing.
- Learn, independently interpret, and apply a wide variety of complex policies and procedures, where specific guidelines may not exist.

- Apply independent judgment, discretion, and initiative to address problems, participate in developing practical, thorough and, at times, creative solutions.
- Respond to routine inquiries and explain standard policies and procedures to others.
- Organize and direct workflow for the smooth and effective operation of the work unit.
- Compile and assemble reports, using judgment and discretion in selecting and analyzing information for inclusion, and effectively present the information.

PREFERRED QUALIFICATIONS:

- Bachelors degree preferred.
- Knowledge of University infrastructure, policies and procedures.
- Experience using PeopleSoft
- Ability to troubleshoot technology problems using knowledge of error messages and of operating systems.

SPECIAL CONDITIONS:

PHYSICAL, MENTAL and ENVIRONMENTAL CONDITIONS: Involves mainly sitting; walking and standing is minimal; involves lifting lightweight objects limited to 15 pounds.

BACKGROUND CHECK: Satisfactory completion of a background check (including a criminal records check) 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.

DESIGNATED POSITION: This position is a “designated position” in the California State University’s Conflict of Interest Code. The successful candidate accepting this position is required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.

ELIGIBILITY TO WORK: Applicants must provide proof of U.S. citizenship or authorization to work in the United States within three days of the date of hire.

TITLE IX: Please view the Notice of Non-Discrimination on the Basis of Gender or Sex and Contact Information for Title IX Coordinator at: <https://www2.calstate.edu/titleix>

EEO STATEMENT: Cal Maritime is an Equal Opportunity, Affirmative Action Employer. The university subscribes to all state and federal regulations and prohibits discrimination based on race, color, religion, national origin, sex, gender identity/gender expression, sexual orientation, marital status, pregnancy, age, disability, genetic information, medical condition, covered veteran status, or any other protected status. Reasonable Accommodations will be provided to applicants with qualifying disabilities who self-disclose by contacting the Benefits Coordinator at (707) 654-1146.