

## EMPLOYMENT OPPORTUNITY

### POSITION: ACADEMIC OPERATIONS & FACILITIES SPECIALIST (Classified as ADMINISTRATIVE ANALYST/SPECIALIST- EXEMPT I)

JOB #17/37

Full time temporary, position available on or after November 13, 2017 and ending on or before October 31, 2018 for the Stockton Center. Possibility of reappointment based on budget, department needs, and job performance. The incumbent will be called upon to drive to the Turlock campus occasionally to attend meetings. This is an afternoon and evening shift position. The regular work schedule is **Monday – Thursday 12:00 – 9:00 pm and Friday from 9:00 am – 6:00 pm**. With advanced notice and adjusted work schedule, the incumbent may be required to work on weekends.

**ESSENTIAL DUTIES:** Reporting to the Dean of the Stockton Center, this position primarily assists, advises, and represents the Dean by performing administrative duties of substantial scope and complexity on a day-to-day operational basis, and is responsible for the well-functioning operations of the Stockton Center and for individual initiatives and projects. Duties include but are not limited to:

- Oversees cashiering system including reconciliation and cash receipt close out procedures, inventory reconciliation, and other daily fiduciary responsibilities.
- Assist faculty, program directors, chairs and staff as needed to coordinate program activities which may include monitoring event activities, resources, facility usage and testing.
- Serves as a key point of contact for Academic Affairs-related questions from the campus community.
- Under general supervision, this position independently performs moderate to complex clerical and administrative support duties. This position provides support to other administrative personnel and department students, faculty and staff.
- Provides front office assistance, acts as front-line receptionist, answers phones, greets faculty, staff, students and visitors.
- Coordinates and is responsible for the production of Stockton Center publications including layout, copy editing, and proofreading.
- Run errands, sorts and distributes mail, photocopies exams, and other materials; files and prepare routine correspondence/flyers.
- Supervises student assistants and provides leadership and guidance to other employees charged with administering cashiering services and other front desk services to students and faculty. Assists with the recruitment, hiring, and training processes related to new and existing student workers and university employees.
- Coordinates with the appropriate campus departments and services; serves as a primary contact on issues pertaining to public areas of the building, and outside spaces.
- In collaboration with the Dean, serve as the building captain, primary contact for building-related emergencies, such as broken pipes, power loss, heating and air conditioning problems, parking issues, campus safety, and building access.
- Coordinate general building operational activities associated with contracts for services, Grupe Commercial, vending machines, appliance maintenance, etc.
- Creates, maintains and disseminates regular weekly, monthly, and event summary reports, minutes and recommendations.
- Assists students with add/drop form, petitions, general program information, important deadlines, information sessions, events, registration, grade problems, and other general questions. Primary point of contact for student and community members.
- Responsible for the planning and coordination of faculty and staff events, including, but not limited to: Welcome Back campus meetings, faculty focus meetings, faculty focus training sessions, staff meetings, faculty speaker series, joint Stan State and Delta College discipline or college specific faculty business lunch meetings, and group and specialized meetings that involves state-side, UEE and Wellness WORKS! Programs, and provide general assistance to faculty, program directors, and department chairs.
- Responsible for the planning and coordination of enrolled student events, including, but not limited to: New Student Orientations, Warrior Wednesday's, Taco Tuesday's, student service activities, scheduled events with the dean of students, support services, awards and graduation receptions, coffee hour with the Stockton Center Dean, and meet the employer events.
- Responsible for the planning and coordination of prospective student events, including, but not limited to: Transfer Tuesday's, prospective students' information sessions, and University sponsored events.
- Responsible for the planning and coordination of community events, including, but not limited to: Open House, tours of facilities for prospective rental groups, and Stockton Center Advisory Board meetings.
- Creates the annual calendar of Stockton Center events
- Develop and coordinate, in consultation with the Dean, complex agendas for various meetings, academic programs, Stockton Center Advisory Council, elected officials, businesses and educational partners, Stockton Center departmental, campus, and other committees as assigned.
- Assist the Dean with the management of the Stockton Center budget and resource allocation and expense reconciliation processes.
- Assist the Dean with overseeing the planning, course scheduling, course catalog, faculty resource guide, events, forecast planning, and securing and assigning classroom and office spaces.
- In collaboration with the Dean, ensure the accuracy, timeliness and appropriateness of all forms of communication and information for internal and external stakeholders.
- Under the direction of the Dean, prioritize workflow and be responsible for responding and resolving issues as appropriate, and provide assistance when there are personnel issues/problems, student complaints, public records and other requests. Interpret and manage all related data, records and reporting consistent with University policies and state and federal regulations.
- Advise the Dean on a variety of issues, including office/divisional priorities and deadlines, appropriate personnel matters, and issues related to office operations or inter-divisional operations.
- Serve as a member (representing the Stockton Center) on the Campus Safety and Risk Management Committee University Commencement Committee. Attend meetings, inform the Dean regarding processes and procedures, and ensure the accuracy and timeliness of Stockton Center contributions.
- Serve on or as the liaison to other university-wide committees, including the Library Renovation Committee, the Library Renovation Executive Committee and the Campus Master Plan Committee and ensure timeliness of Academic Affairs' contributions.
- Assist the Dean in the implementation of organizational and resource effectiveness, updated inventory and internal control records, strategic initiatives, facility upgrade planning, space utilization services rendered, accreditation requirements, student success initiatives, and University Advancement events, and Alumni services.
- Prepare requisitions and ensure University reports, expenditures, bids, reconciliations, and fiduciary responsibilities are completed appropriately and turned in prior to the deadlines.
- Other duties or projects as assigned.

### MINIMUM QUALIFICATIONS:

- A bachelor's degree and/or equivalent training.
- Minimum of three years Administrative work experience involving study, analysis, and/or evaluation leading to the development or improvement of administrative policies, procedures, practices, or programs.

### PREFERRED QUALIFICATIONS:

- Master's degree from an accredited four-year college or university.
- Demonstrated knowledge and understanding of higher education structures and processes.
- Results oriented, positive attitude, and non-confrontational team builder.
- Event planning, coordination or management experience.
- Working knowledge of faculty governance and personnel administration.
- Ability to manage a team to achieve multiple, diverse projects within an organizational unit.
- Effective interpersonal, communication, and organizational skills.
- Demonstrated skill in using database programs, systems and platforms.



- Demonstrated experience with the State of California and CSU rules and regulation is highly desirable. Working knowledge of governmental academic policies and procedures preferred.
- Ability to collect, evaluate, explain and write summary reports and recommendations based on qualitative and quantitative data, reason logically, and analyze and solve organizational and administrative problems.

**SPECIALIZED KNOWLEDGE, SKILLS, AND ABILITIES:**

- General knowledge and skills in the applicable administrative and/or program field and a foundational knowledge of public administration principles, practices, and methods.
- Knowledge of and ability to apply fundamental concepts.
- Ability to analyze data and make accurate projections using business mathematics and basic statistical techniques.
- Demonstrated ability to establish and maintain effective working relationships within and outside the work group and serve as a liaison for the organizational unit.
- Working knowledge of and ability to apply standard theories, principles, practices, and techniques applicable to the program and/or administrative specialty to develop conclusions and make recommendations.
- Thorough knowledge of policies, procedures, and outside regulations pertaining to the applicable program and/or administrative specialty.
- Working knowledge of operational and fiscal analysis and techniques. Working knowledge of budget policies and procedures.
- Ability to take initiative and independently plan, organize, coordinate, and perform work in various situations where numerous and diverse demands are involved.
- Skill in the research, development and evaluation of policies and programs, including skill in the collection, evaluation, and interpretation of data to develop sound conclusions and make appropriate recommendations.
- Expertise in investigating and analyzing problems with a broad administrative impact and implications. Ability to make independent decisions and exercise sound judgment.
- Ability to anticipate problems and address them proactively.
- Demonstrated ability to effectively interpret, organize, and present information and ideas in written or presentation form.
- Ability to compile, write, and present reports related to program or administrative specialty.
- Ability to train others on new skills and procedures and provide lead work direction.

**WORK ENVIRONMENT:**

- The work environment will require frequent interactions with students, faculty and community members in a customer service and support role. The incumbent will be called upon to drive to the Turlock campus occasionally to attend meetings. This is an afternoon and evening shift position. The regular work schedule is M-Th: 12:00-9:00 pm, and F: 9:00-6:00 pm. With advanced notice and adjusted work schedule, the incumbent may be required to work on weekends.

**SALARY RANGE:** \$3,897- \$6,453 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.

**POSITION IS OPEN UNTIL FILLED. SCREENING OF APPLICATIONS TO BEGIN NOVEMBER 6, 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](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 (3<sup>rd</sup> Floor)  
One University Circle · Turlock, CA 95382

For questions, please contact Ms. Amanda Theis (209) 667-3054

**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) 735-2929 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](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 '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**

10/23/17