

CALIFORNIA STATE UNIVERSITY FRESNO
Position Description Form

Employee Name: Ima Goodworker
Classification: Administrative Analyst/Specialist
Prepared By (MPP/Chair) Dean, Graduate Studies
Bargaining Unit: R09 FLSA Status: Non-Exempt

Fresno State ID #: 15478
Working Title: Special Projects Coordinator
Department: Division of Graduate Studies
Date Prepared: 6/14/2004

POSITION DESCRIPTION

Overview:

This position, although organizationally aligned under the Graduate Studies Office Manager, reports directly to the Associate Dean to resolve the most difficult of assignments or to clarify new or unusual assignments. Accordingly, a high degree of autonomy is afforded the position, requiring considerable judgment and discretion.

The primary purpose of this position is to provide program and policy research, analysis, development, reporting, and evaluation of specialized graduate studies programs. The incumbent determines appropriate methods, policies, and procedures to achieve programmatic goals; leads event planning and coordination efforts; ensures compliance with applicable regulations or requirements governing the program; and serves as liaison to outside agencies or entities related to assigned programs.

Major Duties of the job include:

- Administer a technical review of course proposals and make recommendations for further review by the appropriate administrator or academic professional.
- Interpret a variety of complex policies procedures to properly administer key programs and provide authoritative advice to participants.
- Monitor and provide research of graduate programs; coordinate and monitor reporting requirements and data collection effort; provide advice and guidance to appropriate committees.
- Develop and execute individual program budgets based on complex program requirements and State, Federal and Foundation requirements.
- Coordinate all aspects of assigned programs including scheduling, publication, outreach, application, data collection, notification, follow-up, and reporting.
- Serve as primary contact on assigned programs; provide guidance and advice to students regarding program requirements and eligibility.
- Make recommendations to the Associate Dean regarding program policy and procedures, student eligibility and award recommendations. Recommendations are based of a thorough knowledge of program requirements and an in-depth analysis of student records and supporting documentation.
- Establish program deadlines and submission criteria.
- Authorize awarding of funds.
- Coordinate committee reviews.
- Initiate and plan a variety of special events. (e.g. Graduate Faculty Reception; Curriculum Change Workshops; Mentoring Graduate Students Workshop

Secondary Duties of the job include:

- Serve as acting office manager in the absence of the immediate supervisor
- Serve on a variety of committees as assigned
- Serve as backup to the receptionist
- Order and receive office supplies

Supervisor and supervisory responsibilities:

Who Supervises this Position: Assistant Dean of Graduate Studies

Who is Responsible for completing the Performance Appraisal: Assistant Dean of Graduate Studies

What other classifications does this Supervises: (1) ASA- I; (3) Students Assistants @ 20 hpw

Minimum Requirements: Knowledge, Skills and Abilities:

All minimum requirements will be verified against the classifications standards.

- A Bachelor's Degree from a WASC accredited college or university and at least two years practical experience working with graduate level awards and/or programs.
- Working knowledge of budget policies and procedures as they relate to assigned awards, grants and fellowships.
- Ability to learn, interpret, and apply a wide variety of policies and procedures relating to and impacting the assigned programs.
- Knowledge of basic methods and procedures for research and statistical analysis and the ability to apply them.
- Ability to analyze data and make accurate projections using business mathematics and basic statistical techniques.
- Demonstrated ability to organize and plan work and projects including handling multiple priorities.
- Ability to make independent decisions and exercise sound judgment.
- Ability to compile, write, and present reports
- Demonstrated ability to establish and maintain effective working relationships within and outside the work group and serve as a liaison for assigned programs.

Preferred Knowledge, Skills and Abilities:

- At least three years of experience working closely with Graduate Degree programs in an accredited University.
- Comprehensive knowledge of PeopleSoft Financials software.

For a guide to writing a position description, see <http://www.csufresno.edu/humres/Classification.Compensation/Guides.to.Writing.Job.and.Position.Descriptions.htm> This Position Description is not an employment agreement or contract. Management has the exclusive right to alter this Position Description. Notification of changes will be provided to the employee consistent with the applicable bargaining agreement.

Position Description – Working Environment

Check the appropriate box for each of the following items, which most accurately describes the extent of the specific activity, performed by this employee on a daily basis.

Employee Name _____

Department _____

Date Prepared _____

PHYSICAL EFFORT

	Number of hours/day				
	C	1-2	3-4	5-6	7+
1. Sitting				x	
2. Standing	X				
3. Walking		X			
4. Bending Over	X				
5. Crawling	X				
6. Climbing	X				
7. Reaching overhead	X				
8. Crouching	X				
9. Kneeling	X				
10. Balancing	X				
11. Pushing or pulling	X				
16. Driving cars, trucks, forklifts and other equipment					
17. Being around scientific equipment and machinery					
18. Walking on uneven ground					

	Number of hours/day				
	N/A	1-2	3-4	5-6	7+
12. Lifting or carrying	X				
A. 10 lbs or less					
B. 11 to 25 lbs					
C. 26 to 50 lbs					
D. 51 to 75 lbs					
E. 76 to 100 lbs					
F. Over 100 lbs					
13. Repetitive use of hands/arms					X
14. Repetitive use of legs	X				
15. Eye/hand coordination				X	

Yes	No
	X
	X
	X

MENTAL EFFORT

	Number of hours/day				
	N/A	1-2	3-4	5-6	7+
1. Directing Others		X			
2. Writing		X			
3. Using math/calculations		X			
4. Talking			X		
5. Working at various tempos			X		
6. Concentrating amid distractions			X		
7. Remembering names		X			
8. Remembering details				X	
9. Making decisions			X		
10. Working rapidly			X		
11. Examining/observing details			X		
12. Discriminating colors	X				

ENVIRONMENTAL FACTORS

	Number of hours/day				
	N/A	1-2	3-4	5-6	7+
1. Inside					X
2. Outside	X				
3. Humid	X				
4. Hazards	X				
5. High places	X				
6. Hot	X				
7. Cold	X				
8. Dry					X
9. Wet	X				
10. Change of temp	X				
11. Dirty	X				
12. Dusty	X				
13. Odors	X				
14. Noisy	X				
15. Working w/others					X
16. Working around others					X
17. Working alone	X				

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