Associated Students (AS) Office Support Coordinator

Sonoma State University is committed to achieving excellence through teaching, scholarship, learning and inclusion. In line with our Strategic Plan and our Seawolf Commitment, our values include diversity, sustainability, community engagement, respect, responsibility, excellence and integrity. We strive to cultivate a community in which a diverse population can learn and work in an atmosphere of civility and respect. We encourage innovation, experimentation and creativity, as well as contributions to equity and inclusion, in the pursuit of excellence for all members of our university community.

Associated Students is a $2.4 million auxiliary corporation that is charged with providing student voice and a variety of co-curricular elements, including service learning activities, campus programming, early-childhood education and student support services.

The Position: Reporting to and under general supervision of the Associated Students (AS) Executive Director, the Associated Students (AS) Office Support Coordinator initiates and coordinates a variety of administrative duties in support of the Student Activities Office. As such, the incumbent supports and contributes to an array of programs and functions central to the successful operations of Student Activities. The incumbent supports the Student Activities Desk in coordinating student hours, desk procedures, cash register use, compliance and all necessary paperwork (key requests, computer access, supply ordering, work orders, employee intake, etc.). In all capacities, this position works collaboratively with other AS staff to coordinate and implement a comprehensive, purposeful set of operations.

Major Duties: The AS Office Support Coordinator supports the organizational unit on administrative matters. Major duties of the position include, but are not limited to, the following:

- Frontline operations; receive calls and greet visitors while ensuring smooth operations of the main office.
- Provide lead work direction to office student assistants.
- Prepare documents; collect information, transcribe, format, input, edit, retrieve, copy, file, transmit data, and graphics.
- Process documents i.e. student and staff employment, payroll, travel reimbursements, key requests, cash collection, and invoices using department software and university forms. Follow-up as needed.
- Data entry in computer information systems used by the department including specialized computer systems such as, work control, project management and space management.
- Provide scheduling and regular training to the Student Activities desk staff.
- Track inventory and provide frontline technical support for department equipment such as copier, printers, etc. and coordinate preventative maintenance requirements, and calling for repairs as needed.
- Track usage and maintain inventory of office supplies for the Student Activities office(s).
- Coordinate work orders and repairs for the Student Activities Office.
- Troubleshoot, maintain and track all technological equipment (e.g. computers, printers, copiers, work devices, etc.) including replacement at the end of life cycle to ensure minimal disruption to office operations.
- Provide backup administrative support and office coordination to support unit work flow, projects, programs, policies and procedures.
- Attend regular staff meetings of the Associated Students staff and the Student Activities staff.
- Support division and university tasks and projects as needed.
- Assist with the distribution of department communication documents i.e. department memos, and posting on department bulletin boards.
- Assist the AS Executive Director and AS Business Office in a variety of administrative tasks.

Secondary Duties: Performs other secondary duties as assigned.

Minimum Qualifications: Minimum educational and work experience requirements are a high school degree or technical/vocational program degree, and at least two years of related, progressive office experience, or an equivalent combination of education and experience to be proficient in performing work assignments. Moderate proficiency with computers and Microsoft Office and Google Suite is required. Experience working in a student activities office environment and a university setting is preferred. Must possess and maintain a valid California driver’s license. Bilingual (Spanish) preferred.

In addition, this position requires:
Thorough knowledge of office systems and ability to use a broader range of technology, systems, and packages; thorough knowledge in English grammar, spelling, and punctuation; working knowledge of budget policies and procedures; ability to apply independently a wide variety of policies and procedures where specific guidelines may not exist.
an ability to independently handle multiple work unit priorities and projects; an ability to apply independently a wide variety of policies and procedures where specific guidelines may not exist; an ability to perform standard business math, such as calculate ratios and percentages, track financial data, and make simple projections; an ability to draft and compose correspondence and standard reports; an ability to handle effectively a broader range of interpersonal contacts, including those at a higher level and those sensitive in nature.

The incumbent is responsible for working with a diverse population and workforce and being service oriented and fiscally responsible; effectively communicate with all levels within the university and establish and maintain productive and effective, inclusive working relationships amongst diverse populations including staff, faculty, administration, students, and other internal and external constituents; working effectively both independently and as part of a team; prioritizing and performing all work efficiently and effectively to meet productivity standards and deadlines; providing strong customer service to students, staff, faculty, and campus visitors. Must be able to accept constructive feedback and function in a fast paced environment. Must also possess the ability to operationalize sustainability concepts (economy, society, and environment) into all aspects of performing job duties.

Work Environment: The AS of Sonoma State University is a student run, student led auxiliary of the university. Our mission is to serve and represent the students of the university. Duties take place mostly in an active office setting in the Student Activities Center on the 2nd floor of the Student Center. Open work environment, broad public contact, noise at times including ringing phones, students coming and going, student activity and background music, extensive keyboarding and juggling of phones, walk-in students, faculty and staff. The normal work schedule is Monday through Friday aligned with regular campus hours. As an exempt employee you have some flexibility in your schedule however must be available during the regular campus hours Monday through Friday to meet the operational needs of AS. Your specific start time is determined by the Executive Director. Evening and weekend hours may be required and will be specified only to meet operational needs. The incumbent must maintain regular and acceptable attendance at such levels as is determined by the Executive Director.

Salary and Benefits: The anticipated starting salary placement depends on qualifications, experience and salary budget, and will not exceed $1,730 monthly. This is a part time position. Benefits include health, dental and vision care, and retirement system membership. This position does not constitute state employment.

Application Process: A completed SSU Employment Application form is required for each desired position by the filing deadline. Filing deadlines may be extended to meet the needs of the recruitment. A resume and cover letter are required in addition to the employment application.

Please be aware that any resume submitted without a completed application will not be considered. For more information on the application process and to download an application, please visit http://www.sonoma.edu/hr/forms/es/associated-students/app_as_staff.doc. Materials submitted with your application will not be returned. The ADA Coordinator is available to assist individuals with disabilities in need of accommodation in the hiring process. To reflect the diversity of our population, we encourage individuals of varied backgrounds to apply.

To be considered for an initial screening, please submit your application by August 12th, 2019.

Equal Employment Opportunity
Associated Students is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, or protected veteran status.

Sonoma State University Campus Notices (auxiliary position on University campus)
Sonoma State University is proud to be a smoke-free campus, where smoking and other uses of tobacco products, such as smokeless tobacco, the use of e-cigarettes and similar devices, are prohibited.

Sonoma State University's Jeanne Clery Act Annual Security Report is available at www.sonoma.edu/ps/about/jeanneclery; Annual Campus Housing Fire Safety Report is available at www.sonoma.edu/housing/general-info/emergency-prep/fire-safety.