

Instructions: Indicate the essential duties and responsibilities, as they apply to the job responsibilities of the requested position, and submit to Workforce Planning with other required material.

General Information

Department:		Extended Zip:
Contact Name:	Contact Number:	Building / Room:

Essential Duties and Responsibilities

Ability to use computer applications ☐ ☐ MS Word ☐ Excel ☐ Access ☐ PowerPoint ☐ Internet Tools ☐ Other Demonstrated knowledge of computer applications ☐ ☐ MS Word ☐ Excel ☐ Access ☐ PowerPoint ☐ Internet Tools ☐ Other Ability to learn PeopleSoft ☐ ☐ Welcomes on-site visitors; determines nature of business; directs and/or answers questions appropriately. ☐ Serves as a resource for department and the public on department and university policy and procedures. ☐ Coordinates, oversees, communicates, and performs, as necessary, all administrative office operational duties, including senior level administrative work for the Department Chair, Associate Chair, and Program Coordinators. ☐ Operates multiple telephone system and answers incoming telephone calls; determines purpose of callers and forwards calls to appropriate personnel or department. ☐ Answers questions about department and provides callers with address, directions, and other information. ☐ Types and prints fax cover sheets, memos, correspondence, reports, fliers, signs, and other documents. ☐ Composes and prints fax cover sheets, memos, correspondence, reports, fliers, signs, and other documents. ☐ Organizes mailings and other forms of communication and publicity. Develops publicity materials for department. ☐ Develops publicity materials for department. ☐ Runs errands. ☐ Maintains office equipment and machines and assists users; sends faxes and retrieves and routes incoming faxes. ☐ Receives and maintains office supplies. ☐ Orders, maintains, and distributes office supplies. ☐ Troubleshoots office equipment problems. ☐ Files, photocopies, and collates department materials. ☐ Performs clerical duties as needed, such as filing, photocopying, collating, answering phones, greeting customers, and sorting department mail. ☐ Maintains files, such as personnel files, absence reports, and other employment records, for the department. ☐ Coordinates activities related to recruitment of faculty, staff, and students.

- ☐ Assists students with add/drop forms, petitions, A & R procedures, registration, and grade problems.
- ☐ Researches and troubleshoots academic-related problems for students and faculty.
- ☐ Photocopies exams, green sheets, and other material.
- ☐ Provides support to faculty members by maintaining list of office hours, creating or updating green sheets, and preparing exams and handouts.
- ☐ Provides support to faculty members by maintaining ordering textbooks.
- ☐ Distributes and collects grade rosters and coordinates accurate completion of rosters with faculty members.
- ☐ Coordinates distribution of faculty evaluations (SOTES) and scheduling of faculty peer reviews.
- ☐ Provides workflow and work coordination and monitors work of student assistants and/or graduate assistants.
- ☐ Hires, trains, coordinates, and oversees work of student assistants and/or graduate assistants.
- ☐ Enters data into appropriate databases.
- ☐ Assists Chair in preparing the schedule of classes and assigning classrooms.
- ☐ Supports department secretary.
- ☐ Coordinates and assists with special events, receptions, and department commencements.
- ☐ Coordinates special events and projects, utilizing organizational skills in the development, production, and completion of special department events.
- ☐ Schedules appointments for appropriate staff.
- ☐ Organizes and provides logistical support for activities of department and office, such as recording department meeting minutes, maintaining and distributing schedules, agendas, minutes, and materials.
- ☐ Maintains monthly department meeting calendar, conference room, and other department schedules.
- ☐ Processes purchase requisitions.
- ☐ Processes key, equipment, and service requests.
- ☐ Prepares and processes travel reimbursements.
- ☐ Monitors and tracks general fund, lottery, concurrent enrollment, and foundation accounts.
- ☐ Performs activities related to payroll, including collection of payroll vouchers, payroll records, and payroll warrant distribution for faculty, staff, and student assistants.
- ☐ Processes appointment and reappointment papers for department, as coordinated with the Department Chair and Dean's Office.
- ☐ Performs other duties as assigned.

Other Duties:

VP or Designee (Print)

VP or Designee (Signature)

Date

"SJSU is an Equal Opportunity/Affirmative Action employer committed to nondiscrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender status, marital status, pregnancy, age, disability, or covered veteran's status consistent with applicable federal and state laws. Reasonable accommodations will be provided for applicants with disabilities who self disclose."