



CAREER OPPORTUNITY

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Position Information

Posting Date: June 9, 2008
Working Title: Administrative Support Coordinator
Reporting Unit: Department of Mechanical & Aerospace Engineering
Requisition Number: 13385
Salary Range: \$3,074/month - \$4,615/month
Hiring Range: \$3,074/month - \$3,588/month
Excellent Benefits Package: [California State University Employees Union\(CSUEU\) Benefits Summary](#)
First Screening Date: June 23, 2008
Applications received after the first screening date will be considered at the discretion of the University.
Position Classification: Administrative Support Coordinator II
Bargaining Unit: California State University Employees Union

About the Position

The College of Engineering has the mission of providing an empowering educational opportunity to students for their technical professional and social development in a competitive and dynamic global society. Join San José State University where you will enjoy working in a very diverse environment and you will have the opportunity to make a difference in the lives of our students.

The Mechanical & Aerospace Engineering Department is seeking a detail oriented candidate who will provide great customer service for an extremely busy and fast paced office. The Administrative Support Coordinator will report to the department Chair and work under general supervision, but will work independently to achieve specified outcomes. The Administrative Support Coordinator will generally be responsible for the coordination and performance of the clerical and administrative functions of the Department.

Duties include, but are not limited to:

- Provides support to students, faculty, co-workers, other university offices and external entities.
- Oversees departmental procedures for all State and Foundation related appointments and recruitments such as: tenure track faculty, part-time faculty, special consultants, teaching associates and student assistants.
- Manages and keeps track of budget and all expenses related records.
- Coordinates and oversees all payroll related issues and takes necessary action to insure timely and accurate payroll processing for all department employees.
- Schedules departmental courses and makes room reservations.
- Trains and coordinates clerical student assistant's day-to-day work schedules and assignments.
- Manages the procurement process in the ordering of office supplies and equipment and processes faculty purchase requisitions.
- Prepares memos and reports for Chair, faculty and staff.
- Monitors the department's website for accuracy and coordinates updates.

Qualifications

A High School Diploma, technical/vocational program or their equivalents and three years of progressively responsible clerical experience is required. Previous work experience in a higher education environment is a plus.

The successful candidate will possess:

- Strong oral and written communication skills.
- Working knowledge of software: Word, Excel, & PeopleSoft.
- Thorough knowledge of English grammar, business writing, punctuation and spelling.
- Must be able to handle multiple work priorities, organize and plan work and projects.
- Ability to maintain confidentiality and appropriately handle sensitive communications.

Required Application Material

- Résumé
- Letter of interest
- SJSU Employment Application: [PDF version](#) [MS Word version](#)

Note to Applicant

Evidence of degree(s) or certification(s) may be required at time of hire. Every applicant who reaches the final level of interviews will be required to submit their fingerprints to the Livescan Prints Service through the University's Police Department. SJSU will pay all costs associated with this procedure.

Equal Opportunity Statement

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.

For the [SJSU Annual Safety Report](http://www.sjsu.edu/safetyreport) (www.sjsu.edu/safetyreport)

Contact Information

[Human Resources](http://www.sjsu.edu/hr) (www.sjsu.edu/hr)

One Washington Square • San José, CA 95192-0046

Phone: 408-924-2250 • Fax: 408-924-2257 • Email: hrsg@sjsu.edu

University Shared Values

Learning

Valuing education and promoting life-long learning.

Student and Employee Success

Placing our highest priority on academic success and personal growth.

Excellence

Setting the highest standards in all we do.

Integrity

Being honest, fair and accountable for our actions.

Diversity

Respecting diversity and recognizing the strength this factor brings to our community.

Community

Valuing collaborative relationships.