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| **Position Description** |

INSTRUCTIONS: Complete this form with the required information. If this is for a recruitment, save and email the Position Description to the appropriate recruiter. For both recruitments and personnel actions (reclassification, in-range progression, etc.) attach the Position Description form to the Staff Requisition form and forward to Human Resources.

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| Date: | Name of Incumbent: |
| Working Title: | Classification Title: Administrator (I/II/III/IV) |
| Department: | School/Cluster: |
| Appropriate Administrator: | Title: |

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.

Position Purpose: Reporting to the [AA Title], the [Working Title] provides management and guidance for [department/division/program/function], and supervises staff and student personnel. The incumbent is responsible for [high level overview/summary of purpose of position].

Major Duties: Major duties of the position include, but are not limited to, the following in support of [department/division/program]:



Secondary Duties: Performs other secondary duties as assigned.

Work Environment: Duties will primarily take place in an office setting however additional duties may be performed in various locations on the Sonoma State University campus, including working both indoors and outdoors to support and participate in university activities and events. 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 the campus and department. Your specific start time is determined by your Appropriate Administrator. The incumbent must maintain regular and acceptable attendance at such levels as is determined by the Appropriate Administrator. This position will require occasional travel, by automobile or airplane, and overnight stay to travel to trainings and meetings off campus.

Minimum Qualifications: This position requires a minimum of # years of experience in [functional area], along with # years of progressively responsible and applicable management and/or supervisory experience. Bachelor's degree in [major, majors] or related field, or equivalent combination of education and experience to provide the required knowledge, skills and abilities to perform the duties of the position. Higher education experience highly preferred. Experience with [functional overview], as well as [other details] is required. [Beginning/intermediate/advanced] proficiency with computers and Microsoft Office Suite (Outlook, Word, Excel) required. Knowledge of [niche department specific software and systems] and PeopleSoft preferred.

The incumbent must demonstrate integrity and sound judgment in performing duties; possess the ability to supervise the work of staff and recommend appropriate personnel actions; be able to apply strong problem solving and conflict resolution skills and train and evaluate performance, taking corrective action as needed; deal with stressful situations while maintaining composure; and contribute to a collaborative environment utilizing exemplary communication and problem solving skills as necessary. Must have strong organizational skills and the ability to manage multiple projects and competing priorities simultaneously, adjusting quickly to changes needed on a daily basis. Must have the ability to 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. Must be able to accept constructive feedback and work cooperatively in group situations.

The duties of this position may include participation in decisions that may have a material financial benefit to the incumbent. Therefore, the selected candidate may be required to file Conflict of Interest Form 700: Statement of Economic Interest on an annual basis, complete ethics training within 6 months of appointment, and attend this training every other year thereafter.

Employee is required to sign the position description and return a signed copy to Human Resources for placement in the official personnel file.

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Employee Signature Date