

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Supervisors and incumbents are responsible for the completion of this form.

CHECK ONE: NEW POSITION EXISTING POSITION
(allocated)

PART I - Position Information. Items 1 through 12 to be completed by department

1. Agency Name: Kansas State University
9. Position Number: W0010136
10. Department ID: 3670045070

2. Employee Name (leave blank if position vacant)
11. Present Class Title (if existing position): Administrative Specialist

3. Division: College of Engineering
12. Proposed Class Title

4. Section: Electrical and Computer Engineering

5. Unit

6. Location (address where employee works)
City: Manhattan County: Riley

7. Type of Appointment (Circle)

Full Time Part Time 100%
School Employee

Limited Term ending date (if applicable):

8. Regular hours of work: (enter appropriate time)

FROM: 8:00am AM/PM TO: 5:00pm AM/PM

H	13. Allocation	Administrative Specialist
U		
M	Supervisory Status: yes/no	FLSA CODE: nonexempt/exempt
A		
N		
R	14. Effective Date:	7/11/08
E	15. <i>BB</i>	Approved: <i>sh</i>
S	16. Audit(s)	
O	Date:	By:
U	Date:	By:
R		
C	17. Position Review(s)	
E	Date:	Date:
S	Date:	Date:

PART II - Organizational Information. To be completed by department head or supervisor of the position.

18. a) Briefly describe why this position exists. (Include how the position relates to the purpose, goal, or mission of the unit.)

This position is an essential part of the Electrical and Computer Engineering Department. The position facilitates the department's aim of recruiting, retaining, and providing service and information to graduate and undergraduate students. The staff position also supports the department and its academic programs and provides support to the Department Head, Graduate Program Director, other faculty, and staff.

b) If this is a request to reclassify a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of the incumbent in this position? (Who assigns work, gives directions, answers questions and evaluates.)

Name: Sharon Hartwich Title: PSA I Position Number: W0010129

List other individuals who may provide input for evaluation purposes.

Name: Don Gruenbacher Title: Department Head Position Number: W0010130

How much latitude is employee allowed in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

a) This position requires a special knowledge and understanding of information concerning graduate admission and application procedures and Graduate School policies. Employee is responsible for evaluation and processing the applications for admission to graduate study, consulting the Graduate Professor or the Graduate School only where exceptions need to be considered. B) This position uses independent judgment to complete most tasks. Employee is given a general outline of the work to be completed and is expected to develop his or her own methods within the scope of policy. c) It is left to the discretion of the employee to organize and assign priorities to the work load, depending on the urgency of the situation, procedures to be followed and deadlines to be met. If new tasks or procedures are implemented, the employee is expected to determine how to proceed to ask questions if more information is needed.

21. Describe the work of this position using this page and/or one additional page only. (Please use the following format to create task statements for actual job duties:)

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (describe the result or outcome expected); ***how** is the action expected to be performed (describe the manner, methods, techniques or procedures in which the task is currently performed). For each task, state: Who reviews it? How often? What is it reviewed for?

Number each task and indicate percent of time and identify each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incidental or minimal part of the position or one that can be performed with assistance or by another individual. **OFFICIAL DETERMINATIONS ARE MADE BY CLASSIFICATION SERVICES.**

*The description of how the work is to be performed does not preclude the consideration of reasonable accommodation(s) for qualified persons with a disability.

No. % E or M

- 45 % E Graduate Program Coordinator responsible for the management of graduate inquiries, applications, and records. Regularly reviews and remains fully knowledgeable regarding the Graduate School's policy and procedure relevant to graduate students' admission requirements and various programs of study options. Independently administers the graduate program application process and communicates with prospective graduate students concerning their application status. Coordinates review and processing of graduate students' applications. Assists in developing and implementing innovative and effective strategies for recruiting graduate students into the Electrical and Computer Engineering programs. Coordinates distance education courses with the Division of Continuing Education. Assists the Department Head, Graduate Program Director, and faculty in the development and execution of activities to assure the retention and success of graduate students. Ensures all graduate records are complete and maintains assessment data for tracking and reporting. Serves as the main contact person from the ECE department for communication with the Graduate School and the Office of Planning and Analysis. Attends workshops and training related to graduate school issues and events. Incorporates changes and new policies into the Electrical and Computer Engineering programs. Plans and organizes graduate seminars, thesis and dissertation defense, and other activities fostering student success. Provides general advising on curriculum and other academic matters.
- 45 % E Undergraduate Program Coordinator responsible for management of undergraduate inquiries, flowchart system and records. Assists in developing and implementing innovative and effective strategies for recruiting undergraduate students into the Electrical and Computer Engineering programs. Assists Department Head and faculty in the development and execution of activities to assure the retention and success of undergraduate students. Ensures all undergraduate records are complete and maintains assessment data for tracking and reporting. Makes advisor assignments for new and transfer students, maintaining a current and accurate list. Creates student's paperwork for dropping/adding classes, substituting courses, and assists students with interpretation of iSIS reports and curriculum flow charts. Plans and organizes pre-enrollment sessions, seminars, and other activities fostering student success. Coordinates visits from prospective students. Develops and distributes department information to all requests for undergrad program information. Serves as the main contact person for the Registrar's Office, Admissions Office, Enrollment Services, Continuing Education and the College of Engineering Student Services Office. Provides general advising on curriculum and other academic matters.
- 10 % E Coordinates the Graduate Teaching Assistant Communication Survey each semester and is responsible for verifying all faculty and instructor evaluations are completed each semester. Provides information regarding roll sheets, grade rosters, and verifies final grade sheets are completed by faculty, etc. Miscellaneous duties and special projects as assigned by the Department Head, Faculty and Public Service Administrator.

a) If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.

- Lead worker: Assigns, trains, schedules or oversees work of others.
- Supervisor: Plans, staffs, evaluates, and directs work of employees of a work unit.
- Manager: Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b) List the class titles, and position numbers of all persons who are directly supervised and evaluated by employee in this position.

Title	Position Number
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3. Which statement best describes the results of error in action or decision of this employee?

- Minimal property damage, minor injury, minor disruption of the flow of work.
- Moderate loss of time, injury, damage, or adverse impact on health and welfare of others.
- Major program failure, major property loss, or serious injury or incapacitation.
- Loss of life, disruption of operations of a major agency.

Please give examples and describe consequences of action.

Errors in judgment for students seeking admission could result in reduction in the quantity of students in Electrical and Computer Engineering graduate programs. Consequences of actions of this position are significant as the work may be rarely reviewed, making errors difficult to detect. Errors in advising students could prevent students from completing required coursework timely. Negative or inappropriate interaction with students could result in a negative image for the department leading to decreased enrollment and retention of students.

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Daily contact with students, faculty, staff, and other KSU department staff. The general public inquiring about the undergraduate and graduate programs in Electrical and Computer Engineering.

25. a) What hazards, risks or discomforts exist on the job or in the work environment?

Those associated with frequent computer usage.

b) Describe any methods, techniques, procedures or equipment that must be used to ensure safety for equipment, employees, clients and others.

Use of ergonomically correct work station.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which each is used.

Computer, printer, telephone, copier, fax.

PART III - Education, Experience and Physical Requirements Information.

27. MINIMUM REQUIREMENTS as stated in the State of Kansas Class Specification. (Job skills beyond state specifications should be entered in #29)

Two
~~Four~~ years of experience in general office, clerical, *+* or administrative support work. Education may be substituted for experience as determined relevant by the agency.

Bill

28. NECESSARY SPECIAL REQUIREMENTS

a) List any licenses, registrations or certifications for this position that are required to perform the essential functions of the position.

b) Describe the physical requirements of the job as they relate to essential functions (focus on results, not methods of obtaining results).

Bill Minimal physical exertion.

29. PREFERRED QUALIFICATIONS AND SKILLS

a) List preferred education or experience that may be used to screen applicants.

Previous experience in coordinating events or special projects. Experience with Microsoft PowerPoint, Excel, Word, and Publisher. Experience with K-State Student Information system (SIS) and K-State Access Technology System (KATS).

b) List preferred special knowledge, skills and abilities.

Excellent communication skills, strong interpersonal skills, excellent English writing, editing and proofreading skills. Well organized, extremely attentive to detail and the ability to take initiative and work independently. Strong computer software application skills.

30. BONA FIDE OCCUPATIONAL QUALIFICATION (BFOQ)

State additional qualifications for this position that are necessary as a bona fide occupational qualification (BFOQ).
