

## **COAST Coordinator Job Description**

Job Title: Administrative Analyst/Specialist, Exempt I - ORSP

Job ID: 2639

Location: SFSU Office of Research and Sponsored Programs

Full/Part Time: Full-Time

Regular/Temporary: Temporary

Work Schedule: Mondays through Fridays: 8 a.m. to 5 p.m.

Classification Salary Range: \$3,845 - \$5,770 per month

Anticipated Hiring Range: \$3,845 - \$4,833 per month

Department: Romberg Tiburon Center (RTC) / Office of Research and Sponsored Programs (ORSP)

Position is located at SF State University main campus and Romberg Tiburon Center.

NOTE: Position includes ability to work remotely.

Appointment Type: Position to end on or before July 31, 2012. Permanent status cannot be earned in this position. Position may continue depending upon additional grant funding.

### **Position Summary**

The California State University (CSU) Council on Ocean Affairs, Science and Technology (COAST) is the system-wide affinity group for marine and coastal related activities within the CSU. As the Coordinator of a CSU system-wide affinity group, this position interacts with faculty, staff, students and administrators at each of the 23 CSU campuses and with the Chancellor's Office. The COAST Coordinator

- Reports directly to the Director;
- Assists the Director in all aspects of COAST including implementation of activities to achieve the program's strategic goals over the next five years;
- Oversees existing programs and initiatives;
- Assists in maintaining communications at multiple levels;
- Assists the Director as necessary.

*Essential Job Functions* (major responsibilities that form the core work of the position):

- Manage existing programs (Faculty Research Incentive Awards, Student Awards for Marine Science Research, Collaborative Resource Sharing Awards, Student Summer Internships) and serve as the primary contact for these programs;
- Support communications with COAST membership, Executive Committee, Presidents' Council and Chancellor's Office;

- Support the promotion and facilitation of marine and coastal research across departments and campuses within the CSU and with other CSU affinity groups;
- Coordinate with campus and Chancellor's Office Public Affairs officers on COAST news items;
- Manage website development, content and maintenance;
- Manage production of program and marketing materials;
- Develop outreach activities in support of program goals;
- Interface with Chancellor's Office staff and administrators at individual campuses;
- Assist in organization and planning of COAST meetings and special events;
- Support use of Fresca (<https://fresca.calstate.edu/>) among COAST membership;
- Manage listserv databases;
- Assist in the development and production of semi-annual progress reports and annual financial reports;

### **Minimum Qualifications**

- Proficiency in Microsoft Office applications (Word, Excel, Powerpoint);
- Ability to establish and maintain professional working relationships;
- Excellent interpersonal skills and high degree of professionalism;
- Excellent oral and written communication skills, particularly vocabulary and grammar;
- Ability to deal effectively with a broad range of people and situations;
- Attention to detail;
- Ability to work independently;
- Excellent time management and organizational skills.

*Education/Work Experience:* Bachelor's degree, or equivalent to graduation from a four-year college/university and/or equivalent training and administrative work experience involving study, analysis, and/or evaluation leading to the development or improvement of administrative policies, procedures, practices, or programs.

*Knowledge:* Working knowledge of and ability to apply standard theories, principles, practices, and techniques applicable to the program and/or administrative specialty to develop conclusions and make recommendations; thorough knowledge of policies, procedures, and outside regulations pertaining to the program; working knowledge of operational and fiscal analysis and techniques;

*Skills:* Effective verbal/written and interpersonal/communication skills; skill in the research, development and evaluation of policies and programs, including skill in the collection, evaluation, and interpretation of data to develop sound conclusions and make appropriate recommendations.

*Abilities:* Take initiative and independently plan, organize, coordinate, and perform work in various situations where numerous and diverse demands are involved; expertise in investing and analyzing problems with a broad administrative impact and implications; demonstrate ability to effectively interpret, organize, and present information and ideas in

written or presentation form; train others on new skills and procedures and provide lead work direction; work in a diverse population of students, faculty, staff and the general public.

### **Preferred Qualifications**

- Proficiency in Adobe programs (Dreamweaver, InDesign, Illustrator, Photoshop);
- Advanced graphic design skills;
- Knowledge of effective web design and communication;
- Working knowledge of the California State University;
- Advanced degree in marine science or related field;
- At least four years of progressively responsible professional experience demonstrating ability to successfully perform job duties outlined above.

### **CSUEU Position**

Eligible and qualified on-campus applicants, currently in bargaining units 2, 5, 7, and 9 are given hiring preference.

### **How To Apply**

Submit an online application, resume and cover letter describing your specific qualifications for the position at

[https://cmsweb.sfsu.edu/psc/HSFPRDF/CUSTOMER/HRMS/c/HRS\\_HRAM.HRS\\_CE.GBL?Page=HRS\\_CE\\_JOB\\_DTL&Action=A&JobOpeningId=2639&SiteId=1&PostingSeq=1](https://cmsweb.sfsu.edu/psc/HSFPRDF/CUSTOMER/HRMS/c/HRS_HRAM.HRS_CE.GBL?Page=HRS_CE_JOB_DTL&Action=A&JobOpeningId=2639&SiteId=1&PostingSeq=1). Include your cover letter in the same file as your resume when you upload your application materials.

SFSU IS NOT A SPONSORING AGENCY FOR STAFF OR MANAGEMENT POSITIONS (i.e. H1-B VISAS).

The Human Resources, Safety & Risk Management office is open Mondays through Fridays from 8 a.m. to 5 p.m., and can be reached at (415) 338-1872 or (415) 338-1873.

SF State is Equal Opportunity/Americans with Disabilities Act employer and has a strong commitment to the principles of diversity.

### **Application Deadline**

Open until filled