

Student Research Coordinator (Administrative Support
Coordinator II), Temporary
Sonoma State University

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Posted Jul. 17, 2019, set to expire Nov. 12, 2019

Job Title	Student Research Coordinator (Administrative Support Coordinator II), Temporary
Department	Administration
Institution	Sonoma State University Rohnert Park, California
Date Posted	Jul. 17, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Student Services Administrative Support/Services
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Job Description

Student Research Coordinator

(Administrative Support Coordinator II)

#104778

Sonoma State University

Are you looking for an exciting new job with great benefits that includes the satisfaction of working in a department that helps students to pursue their educational dreams? If so, the department of Student Research at Sonoma State University is looking for an enthusiastic individual with a passion for solving problems to help support students in the position of Student Research Coordinator.

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In addition to 14 paid holidays each year,

[url=https://apptrkr.com/get_redirect.php?id=1533937&targetURL=http://calstate.edu/hr/benefits/documents/cs-unit-2-5-7-9-benefits-summary.pdf]benefits include medical, dental, vision, life and disability insurances, retirement (CalPERS), tuition waiver, vacation and sick leave.

More about the position...

We are looking for an individual with:

- * A high school degree or technical/vocational program and a minimum of three years related, progressively responsible office experience, or an equivalent combination of education and experience.
- * Strong critical thinking and organizational skills.
- * Thorough understanding of English grammar, punctuation, and spelling.
- * Ability to interpret and apply policies and procedure independently and use sound judgment and discretion to act when precedents do not exist.
- * Ability to understand problems from a board perspective and anticipate the impact of office administration problems and solutions on other areas.
- * Ability to analyze operational and procure problems and develop, recommend and evaluate proposed solutions.
- * Ability to maintain accurate records with a high level of attention to detail.
- * Ability to independently handle multiple work unit priorities and projects, and meet critical and cyclical deadlines in a timely manner.
- * Ability to provide outstanding customer service to students, staff, faculty, and visitors while working in a professional, fast-paced environment.
- * Demonstrated 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.

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The Student Research Coordinator:

- * Gathers and organizes information and data; performs limited research; assembles reports; coordinates projects and programs; creates and distributes promotional materials; assists in editing academic journals; monitors, balances, and reconciles budgets; projects expenses and compiles budgetary information; makes operational and procedural recommendations; and addresses a wide range of problems, which require interpreting policies and procedures with special emphasis in the promotion of the growth and visibility of student research.
- * Maintains calendars, schedules and arranges meetings and travel, prepares expense reports, drafts and proofs correspondence and provides general assistance to department employees and students of sponsored programs.
- * Orders supplies; processes invoices, personnel documents, order forms and other standard paperwork; prepares attendance; updates documents on the web; updates and maintains forms and handouts for department use; generates departmental mailings; maintains filing systems and bulletin boards; and coordinates special projects.

Sonoma State University is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, or protected veteran status.

To learn more about this exciting opportunity and consider submitting an application, please go to [\[url=https://apptrkr.com/get_redirect.php?id=1533937&targetURL=https://web.sonoma.edu/jobs/\]](https://apptrkr.com/get_redirect.php?id=1533937&targetURL=https://web.sonoma.edu/jobs/)<http://web.sonoma.edu/jobs/>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Administration
Sonoma State University



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