This form should be used for requesting new staff positions and included in the program review process.

Initiator: Ruth Moon

Date: 10/29/2014

Department: Library

Requested Amount: $60,000

Divisional Rank (if any): The library department ranks this position as a top priority.

Position description (please provide details about the position need):
[form will expand as needed]
Administrative Office Coordinator

In addition to providing standard clerical services, the AOC will coordinate a full range of office activities, including:

Arrange intra-departmental and inter-departmental meetings. Notifying participants, preparing agenda and materials, records minutes, transcribes and distributes as directed.

Requisitions, receives, stores and distributes supplies and office materials. Ensures adequate materials and equipment inventory.

Coordination of booking rooms for use by other departments & opening rooms for others’ use.

Tracking employee absences & time-off requests. Processing time cards for payroll; Accounts payable and other accounting documents.

Lead point of contact for LRC building related Help Tickets & coordination of related building issues such as: boiler problems, HVAC issues, light timers, printer problems, alarms, etc.

Function as the single point-of-contact/coordinator of special projects such as: Stack Shifts, New Construction (addition of new study rooms), and implementation of halogen to LED light swap, Annual Book Sale, Request for Free Art Books from the DUC, any new technology updates such as the new PCounter system, etc.

Directs & coordinates the work of work-study students and volunteers.

Provides Circulation Desk coverage during lead desk worker mandated break periods and “off desk” duty time.

Acts as coordinator for current Student Print Program: Oversees the ordering & restocking of printing supplies and machine maintenance repairs & service issues.

Oversees cash operations & balances funds collected from Library fines and Xerox copier. Prepares cash deposits and monitors funds for correct accounting. Updates student records to reflect fines due for collection and fines collected. Ensures student fines are reconciled with the library’s integrated library system (Koha) and with DataTel.

This position will also provide clerical support, time sheet processing, supplies requisitions and budget management to the DE program, if needed.

Statement of Need (Justify the need for the position)
Currently, the only office/clerical support the library has is in the form of an Evening 0.475FTE SSSI and many of the tasks that employee is doing are outside the scope of the job description. Some of the duties in the AOC job description are being performed by other Library staff, who are also working outside the scope of their job descriptions.

A good portion of the duties listed are not being performed at all or are only partially performed due to the vacancy of the AOAIll position. Upon review, the essential duties and responsibilities of the position more closely match that of an AOC, thus we are asking for the change from AOAIll to AOC.

Link with Institutional Goal/Assessment Results (Describe):

| Educational Master Plan 2012-17. Theme: Ensure Student Success; Goals: Improve Support for Students; Goals: EP.3.3.2, EP.4.4.5 |
| Strategic Plan 2012-17. Theme: Focus on Learners, Goals: Enhance Student Support & Engagement; Goals: SP.1.1.4, SP.3.2.2, SP.3.2.3, SP3.2.4 |