

Job Level	Operations and Academics Administrator, Richardson Design Center	Professional Level II
Oversight Received	<ul style="list-style-type: none"> * The Operations and Academics Administrator manages daily operations, spaces, and finances for the Richardson Design Center. The primary focus of this position is to manage the planning and organizing of financial, human, and inventory resources for the center. The secondary focus will be to oversee academics related to delivery, oversight, and evaluation of design center workshops, classes, certificates, and future programming. 	<ul style="list-style-type: none"> • Limited supervision through review of work product • Periodic monitoring of work
Problem Solving	<ul style="list-style-type: none"> * Position makes determinations about facility-related needs for the department, as well as other operational activities associated with same. * Point of contact for external communications, including phone and email inquiries about the center. Distribute daily mail in a timely manner to the correct recipients. * Distribute meeting minutes to the correct staff and ensure that the minutes get uploaded to the online document management system. * Assist with preparing presentation materials for advisory board, faculty, staff, and other meetings * Troubleshoot problems with various office equipment, including the copier and office computers, and call for outside assistance when necessary. * Point of contact for CSU related functions like: Family Medical Leave, Workers Comp, Talent Management, Oracle, and TimeClock Plus. * Designs/organizes/updates general office record keeping systems. * Assist with course scheduling and teaching assignments for design center classes * Schedule classrooms and other space for curricular and co-curricular uses and building proctor for the Center. * Manage database of core and affiliate faculty * Manage design center communications, including overseeing marketing and public relations, ensuring University Graphic Standards are met, updating website information and calendar of events, coordinating publication news-worthy items with university and community media, and maintaining electronic mailing lists * Assist with developing Fee for Services marketing and program/project management * Provides coordination, administration oversight of in specific project and program budgets (e.g., curriculum, industry partnerships, and community engagement) * Oversee usage and installations in the Design Exchange (gallery). * Manages center accounts and develops management reports and performs budget projections and modeling. * Manages grant proposals and awards * Complete progress, fiscal and year-end program reports as requested. * Assist with coordinating the Design Thinking Certificate, including advising students and program tracking to monitor success overtime * Assist with development and teach not-for-credit short courses, tutorials, workshops, executive education programming 	<ul style="list-style-type: none"> • Applies concepts to resolve a variety of problems • Discretion to determine a course of action with review

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Interaction/ Communication	<ul style="list-style-type: none"> * Position acts as an in-house consultant to the director on all HR and OEO-related actions, including hiring, evaluating, retention, and termination. * Manage HR related tasks, including determining staff needs, hiring employees, assisting in employee evaluation, work planning, and training. * Serve as key point of contact for students, staff, and community/industry partners * Teach for-credit courses in the Design Thinking Certificate Program (approx. 6 credits per year). * Assist with recruitment and development activities, including guided tours and demonstrations of facilities and equipment. * Manage event planning, including guest lecturers, designers in residence, etc. 	<ul style="list-style-type: none"> • Communicates to a broad audience that may be outside of occupational discipline
University Impact	<ul style="list-style-type: none"> * Assist the Director in all critical missions defined by the Director including: general administration, coordination and outreach, academic and support systems, facilities management, coordinating with all college and university business offices. 	<ul style="list-style-type: none"> • Working knowledge of University policies and systems • Impact is on work team or department
Typical Education	<ul style="list-style-type: none"> * Master's Degree in a related field (e.g. design, education, human resources, etc.) * Educational and/or professional experience in design processes and design thinking methodology * Experience managing finances, including assisting developing annual budgets and tracking expenditures 	<ul style="list-style-type: none"> • Bachelor's degree