

TITLE: <u>Extension Program Supervisor</u>	SALARY	CLASS
	SCHEDULE: <u>Staff</u>	CODE: <u>SA504</u>
UNION: <u>Staff Association – Local 2071, U.A.W.</u>	SALARY	EEO
	GRADE: <u>10</u>	CODE: <u>50</u>
	FLSA: <u>Non-Exempt</u>	E-CLASS: <u>SA</u>

POSITION PURPOSE

Coordinate workflow and maintain office records pertaining to the efficient operation of University extension programs. Utilize mastery of general office procedures and a thorough understanding of program functioning and requirements to oversee support staff.

ESSENTIAL JOB FUNCTIONS

- Provide work direction and training to a large number (7-10) of lower level clerical and part-time and temporary positions. Instruct on use of equipment, policies and procedures. Distribute work; review efforts; evaluate performance; approve time off. Participate in interviewing full and part-time staff; make hiring recommendations.
- Prepare and process standard University forms. Complete paperwork according to University policies and track documents to assure timely and accurate action. Ensure financial documents (SPAs, IRBs, TERs) contain complete and accurate information to expedite processing and payment. Verify expenditures against department budget.
- Maintain department records. Prepare time/exception reports for department staff; authorize pay verifications. Maintain class lists, evaluations and scholarship roll distribution. Ensure faculty are paid timely and accurately and students receive proper grades. Inform faculty of class rosters.
- Oversee department functions. Order and maintain office supplies; recommend the purchase of furniture and equipment. Answer and direct incoming phone calls and visitors. Provide information to students, staff and the general public about records, program policies, procedures and requirements; investigate and resolve student and staff problems.
- Maintain department calendars. Schedule seminars, workshops and conferences; coordinate travel arrangements and prepare associated paperwork. Type correspondence, program material, forms and reports. Follow established practices or standards for presentation of material. Prepare financial status reports and document department activity. Assist in preparation of operating budgets and proposals.
- Perform related work as assigned.

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.

ADDITIONAL COMMENTS

This classification level coordinates the clerical support of extension program activities at the University. As such, the incumbent is overseeing and training staff, gathering and disseminating information and assisting in making recommendations on unit operation. This level necessitates the mastery of job related duties. Incumbents must search for solutions or new applications within an area of learned skills and are allowed to set their own priorities, subject to supervisory review and approval. Incumbent must exercise keen attention to detail and human relations skills in order to advise and influence the actions of others. Work direction is provided to a large number (7-10) of lower level clerical and part-time and temporary employees. This classification is typically found in the College of Lifelong Learning and reports to and receives work direction from a management level position.

MINIMUM QUALIFICATIONS

- High school graduate or equivalent combination of education and/or experience.
- Considerable knowledge of University administrative policies and procedures.
- Reasonable knowledge of extension program operation.
- Ability to communicate effectively with others.
- Ability to operate standard office equipment.
- Ability to type and use word processing equipment with speed and accuracy.
- Prior supervisory experience preferred.
- Typically, incumbents have held lower level clerical positions.