



HUMBOLDT STATE UNIVERSITY



Administrative Support Assistant

Review: July 19, 2017

(Job #17-69) Administrative Support Assistant II (ASA II), Administrative Support Assistant, \$2,116-3,433/month. Appointments are typically made at the beginning of the salary range. This is a full-time, 10/12 (work 10 months of the year with pay and benefits spread over 12 months), benefitted position with a one-year probationary period in the department of Art.

Position Summary: Under the lead oversight of the Department Chair and receiving lead work direction from the Department Administrative Support Coordinator (ASC), the incumbent is responsible for administrative and clerical support of the Department of Art, with particular emphasis in the areas of office support, department support, purchasing agent, student payroll support, and front line reception.

Duties: The essential job functions for this position include a range of office tasks that involve the use of judgement and discretion: student employment and payroll processing, maintaining student files, administrative support for field trips, managing model availability, processing order requests and reimbursements. Additionally, the ASA II supports the day-to-day operation of the department office, with duties including office reception, completing forms, filing and record keeping, distributing mail, ordering supplies, and assisting faculty with the operation office equipment.

Minimum Qualifications: Education equivalent to a high school diploma and some progressively responsible clerical experience which has provided the incumbent with the knowledge, skills, and abilities listed below.

Required Knowledge, Skills & Abilities: The successful candidate will embrace a uniquely creative environment, must demonstrate meticulous attention to detail, and possess a thorough knowledge of modern office methods, procedures and practices. In addition, the successful candidate must have demonstrated ability to:

- Be proficient in word processing, spreadsheet, calendar and e-mail software in a Mac environment
- use correct English grammar, spelling, and punctuation
- multi-task, prioritize work, and tolerate frequent interruptions
- process purchase requests accurately, timely, and appropriately within a complex budget structure
- respond independently and accurately to a variety of inquiries from faculty, staff, students, administrators, artists, vendors, and the general public
- interpret and apply established rules and regulations
- learn new processes, policies, and software programs as needed
- communicate effectively, both orally and in writing
- process sensitive and confidential information in a responsible manner
- consistently model a high degree of customer service and student focus while demonstrating sensitivity to cross-cultural perspectives and experiences
- work collaboratively and support other team members
- be patient, considerate, and sympathetic, but firm and consistent with a wide variety of faculty, staff, and student personalities

Preferred Qualifications:

Preference will be given to those candidates with the following: experience in an educational setting with a diverse student population, working knowledge of PeopleSoft Campus Solutions, Google Drive, Microsoft Office products, and various Social Media platforms, demonstrated customer service, and recent experience working with budgets.

Application Procedure: Please note that Humboldt State University now requires application materials to be submitted electronically. If assistance is needed, the Human Resources & Academic Personnel Services office (located in Siemens Hall room 212) has a computer station available and our front office team would be happy to assist you. Qualified applicants should submit electronically the following materials:

- Letter of Interest;
- [HSU Employment Application](#);
- Resume or Curriculum Vitae;
- Contact information for at least three professional references

Submission of the application materials should be sent as email attachments to careers@humboldt.edu.

Please include your last name and the job # (17-69) in the subject line of the email.

Application Deadline: This position is open until filled. The first review of applications will be Friday, July 10, 2017.

HSU is committed to enriching its educational environment and its culture through the diversity of its staff, faculty, and administration. Persons with interest and experience in helping organizations set and achieve goals relative to diversity and inclusion are especially encouraged to apply.

It is the responsibility of the applicant to provide complete and accurate employment information. Incorrect or improperly completed applications will not be considered for vacancies. Any reference in this announcement to required periods of experience or education is full-time activity. Part-time experience or education—or activities only part of which are qualifying—will receive proportionate credit. In accordance with applicable Collective Bargaining Agreements, preference may be given to the campus applicants covered by these agreements. However, positions are open to all interested applicants, both on and off campus.

Class Code: 1030

Evidence of required degree(s), certification(s), or license(s) will be required prior to the appointment date. A background check (including a criminal records check, employment verification, and education verification) must be completed satisfactorily before any candidate can be offered a position with the CSU. Certain positions may also require a credit check, motor vehicle report, and/or fingerprinting through Live Scan service. Adverse findings from a background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

Publication Date: July 5, 2017

Humboldt State University is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality reflecting the ethnic and cultural diversity of the state. Additional information about Humboldt State University can be found at www.humboldt.edu.

Humboldt State University is a Title IX/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, protected veteran status, or any other legally protected status.

The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.



Humboldt State University is part of the 23-campus California State University system. The University has a comprehensive arts and sciences curriculum, which is recognized nationally for its high academic quality. Founded in 1913, HSU is one of the premier, public institutions in the western United States; it is a rural and residential campus with an enrollment of approximately 8,000 students. The main campus is located in Arcata, California, in the northwestern part of the state along the coast, and situated among redwood trees in an area that offers unmatched scenic beauty, moderate climate and opportunities for outdoor activities. The surrounding Humboldt County locale has a population of 130,000. The community offers an excellent range of businesses, services and cultural activities/performances. The local schools are ranked in the top performance percentiles, both nationally and in the state.