



Administrative Support Coordinator II

Review: August 2, 2017

(Job #17-74) Administrative Support Coordinator II (ASC II), \$3,115-5,060/month. Appointments are typically made at the beginning of the salary range. This is a full-time, benefited, 12-month pay plan position with a one-year probationary period in the College of Natural Resources and Sciences, Dean's Office.

Position Summary: Under the supervision of the Associate Dean, and receiving lead work direction from the Administrative Analyst/Specialist (AA/S), the incumbent is responsible for providing administrative assistance to the Dean's Office staff; formats and edits reports and other drafted materials as assigned; answers phones, routes inquiries, schedules appointments; works closely with the Natural Resources Graduate Program coordinator and the Institutional Animal Care and Use Committee (IACUC) team.

Responsibilities:

- Maintains, monitors and tracks confidential master's degree student forms and records;
- Attends graduate council meetings;
- Serves as a general resource person to prospective and current graduate students;
- Provides administrative support for the IACUC: tracks protocols, communicates with researchers, prepares meeting agendas and materials, attends meetings, and takes minutes;
- Schedules science courses each term;
- Organizes and arranges for college scholarships to be reviewed by committee;
- Works directly with the Associate Dean to track program curriculum proposals, monitor student petitions, and communicate with faculty and students;
- Assists Dean's Office AA/S with student evaluations, the planning and execution of college-wide events, and other duties as assigned.

Minimum Qualifications: Education & Experience: Equivalent to three years of general clerical work, including word processing, spreadsheet use and data management.

Required Knowledge, Abilities & Skills:

- Thorough knowledge of graduate admission requirements;
- Ability to foster and maintain cooperative working relationships with diverse student, staff, faculty and community members;
- Ability to work independently or in a team environment;
- Communicate effectively, both orally and in writing;
- Demonstrated knowledge and use of English spelling, grammar and punctuation;
- Demonstrated proficiency in general office methods and communications;
- Independently interpret, apply and explain a variety of institutional policies and procedures;
- Ability to maintain confidentiality, exercise judgment and use discretion appropriately;
- Solid administrative and organization skills needed to meet multiple deadlines;
- Demonstrated proficiency with computers, word processing, spreadsheets, email and the Internet;
- Ability to identify and solve standard problems and to refer complex problems to the appropriate resource.

Preferred Qualifications: Familiarity with HSU programs, policies and procedures. Experience in Web update tools; experience with Access, PeopleSoft class scheduling, Common Management System, OBI and other financial database tools; Gmail and other calendaring tools.

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 # (17-74) in the subject line of the email.

Application Deadline: This position is open until filled. The first review of applications will be Wednesday, August 2, 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: 1035

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.

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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.