HUMBOLDT STATE UNIVERSITY

Administrative Support Assistant

Closes: Wednesday, August 1, 2018

(Job #18-31) Administrative Support Assistant II (ASA II), Administrative Support Assistant, $2,167-3,607/ month. Appointments are normally made at the beginning of the salary range. This is a full-time, benefitted, 10/12 (work 10 months with pay and benefits over 12), non-exempt position with a one-year probationary period in the Student Health Center.

The Place: Known for its quality academic programs and its hands-on approach to learning, Humboldt State University has a well-earned reputation as one of the best primarily undergraduate public universities in the United States. The residential and rural campus of 8,200 students is nestled between mountains, giant redwood trees, and breathtaking Pacific Ocean beaches. The local area offers many outdoor recreation opportunities as well as a full range of dining, cultural, and entertainment opportunities, all without the hassle and expense of a major metropolitan area. Local K-12 schools consistently rank in the top 10% in the state, and the local produce is second to none. Humboldt State University also benefits from being part of the world's largest university system, the 23-campus California State University (CSU).

The purpose of Student Health and Wellness Services (SH&WS) at Humboldt State is to help students achieve and maintain academic success and lifelong health and well-being by providing timely and appropriate primary and acute health care, disease and injury prevention education, professional outreach, referrals, educational services and campus consultations. Student Health Center staff work under the mandate of the California State University in delivering a specified range of health care services which requires that employees understand, support, and comply with the mission, goals, policies, and procedures of SH&WS; and accept the concept of a team and the multidisciplinary approach to providing quality health care. The SH&WS team works closely together to serve their mission, while also valuing a warm, fun, and collegial environment – frequent laughter, occasional staff pot lucks, and a group of talented people serving a meaningful mission together make SH&WS a great place to work, full of exceptionally dedicated staff who are excited to welcome new staff members to our team.

Duties: Under the lead oversight of the Administrative Analyst, the ASA II is responsible for providing clerical support for staff and students in Student Health and Wellbeing Services. This division is experiencing dynamic growth and positive change. Performance of varied administrative support duties is required, including, but not limited to the following:

- First point of contact and follow-up for the Student Health Center and CAPS;
- Creation and maintenance of comprehensive files and records for the department (including those of a confidential nature);
- Routine updating of spreadsheets and information;
- Writing routine letters, drafting general correspondence, copying and sending documents (including the use of mail merge)
- Updating information on bulletin boards, displays, and web page;
- Processing incoming and outgoing mail including electronic mail;
- Utilization of electronic systems for effective record-keeping and communication;
- Supervising students assistants;
- Assisting with peer review processes;
- Scheduling appointments;
- Supporting a telepsychiatry program;
- Other clerical duties as assigned.

Minimum Qualifications: Completion of a high school program or its equivalent and some experience in an office environment that has provided the applicant with the knowledge, skills, and abilities listed below.

(Continued on reverse)

Required Knowledge, Skills & Abilities:

Knowledge

- General working knowledge of applicable university infrastructure, policies, and procedures
- Thorough knowledge of office methods, procedures, and practices
- Thorough knowledge of English grammar, punctuation, and spelling
- Fluency in using standard office software packages, to include proficiency in word processing, spreadsheet, calendar and e-mail software

Skills

- Active problem solving and effective interpersonal skills
- Meticulous attention to detail
- Demonstrated competence in effectively presenting standard information in writing
- Demonstrated competence in understanding, interpreting, and communicating procedures, policies, information, ideas, and instructions

Ability to:

- Learn, interpret independently, and apply a variety of complex policies and procedures; able to identify deviations from applicable policies
- Apply independent judgment, discretion, and initiative to address problems and develop practical, thorough and, at times, creative solutions
- Perform standard arithmetic functions of a transactional nature
- Use standard office equipment
- Use standard word processing and related computer software packages, learning new software programs as needed
- Multi-task, prioritize work, and tolerate frequent interruptions
- 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: Experience working in a health care or clinic setting with a diverse student population.

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.

Application Procedure: To apply, qualified candidates must electronically submit the following materials through Interfolio:

https://apply.interfolio.com/51266

- Letter of Interest
- Resume or Curriculum Vitae
- Contact information for at least three professional references
- HSU Employment History Form (https://forms.humboldt.edu/employment-history-form)
  (NOTE: This form replaces the HSU Employment Application form, which should no longer be used. Download the HSU Employment History Form and save it as a PDF file prior to filling it out. If the form is filled out on line (accessed via a web browser), content WILL NOT be saved.

The Human Resources & Academic Personnel Services office (located in Siemens Hall room 212) has a computer station and front office staff available for applicants requiring assistance.

Application Deadline: The deadline to submit application materials is 11:59 p.m. on Wednesday, August 1st, 2018. To be notified in the event this recruitment re-opens for a subsequent review of applications, send an email to careers@humboldt.edu that includes the job number (18-31) and applicant's last name in the subject line of the message.

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) is 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: June 6, 2018

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.

Compliance with the California Child Abuse and Neglect Reporting Act (CANRA) and CSU Executive Order 1083 Revised July 21, 2017 (EO 1083) is a condition of employment. CSU employees in positions with duties that involve regular contact with children or positions which supervise such employees are designated as Mandated Reporters under CANRA and are required to comply with the requirements set forth in EO 1083. Upon appointment to this position, the successful candidate(s) will be notified of and required to acknowledge their CANRA reporting status.

Additionally, all CSU staff and faculty receive training annually on their obligations in responding to and reporting incidents of sexual harassment and sexual violence. You will be notified by email when you are required to take this mandated training.

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