



Administrative Support Assistant

Closes: Wednesday, May 1, 2019

(Job #19-21) Administrative Support Assistant II, Administrative Support Assistant, \$2,167-3,715/month. Appointments are typically made at the beginning of the salary range. This is a full-time, 10/12- pay plan (work 10 months of the year with pay and benefits over 12 months), non-exempt, permanent position with a one-year probationary period in the Department of Sociology. This position comes with an extensive benefits package that includes comprehensive medical, dental, and vision coverage, CalPERS retirement, Fee Waiver eligibility (reduced tuition on most CSU system classes), life insurance, and voluntary pre-tax health and dependent care reimbursement accounts. Additional benefits information can be found at <https://hraps.humboldt.edu/employee-benefits>. Anticipated start date will be August 9, 2019.

Position Summary: Under the general lead of the Department Chair, and receiving work direction from the department Academic Support Coordinator II (ASC II), the Administrative Support Assistant II (ASA II) is responsible for administrative and clerical support of the Department of Sociology and the Public Sociology Graduate Program. The incumbent supports the day-to-day operation of the department office, performing clerical tasks to ensure college, department, program, administrative, and instructional requirements are met in a timely manner. The main duties of this position include office reception and communication, maintaining student and department files and databases, scheduling and coordinating department meetings and special events, attending meetings and recording and distributing minutes, and administrative support for field trips.

Duties: Routine duties include assisting faculty, staff, students, and visitors on myriad tasks characterized by professional interaction, patience, and the use of problem-solving skills. The most essential job functions for this position require the independent interpretation of policies and procedures and involve the use of critical thinking, judgment, and discretion to complete assigned tasks. The ASA's main duties are:

- Welcome visitors and respond to questions and resource needs
- Manage phone traffic
- Maintain and monitor office equipment, facilities, and supplies
- Update and manage office electronic databases and informational archives
- Support administration processes
- Oversee marketing, communication and public relations
- Serve as support for graduate program
- Perform other department support and graduate program support duties as assigned by the ASC and Department Chair.

Minimum Qualifications: Education & Experience: The equivalent of a high school diploma and some clerical experience which has provided the incumbent with the knowledge, skills, and abilities listed below.

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 and willingness and ability to learn new software and related skills required to perform job duties effectively

Skills

- Work often involves front line contacts with a variety of campus and community individuals requiring active problem solving and effective interpersonal skills
- Demonstrated competence in effectively presenting standard information in writing
- Demonstrated competence in understanding, interpreting, and communicating procedures, policies, information, ideas, and instructions
- Strong orientation to serve students and faculty.

Ability to:

- Learn, interpret independently, and apply a variety of complex policies and procedures; able to identify deviations from applicable policies

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- Apply independent judgment, discretion, and initiative to address problems and develop practical, thorough and, at times, creative solutions
- Perform standard arithmetic functions including tracking and comparing data
- Be proficient in performing work assignments, to include being receptive to changing policies and work methods
- Clearly communicate orally and in writing
- Work as the front-line contact for the Department, interacting with a variety of campus and community individuals requiring active problem solving and effective interpersonal skills
- Process sensitive and confidential information in a responsible manner
- Establish and maintain working relationships and communicate effectively with students, faculty, and staff from diverse backgrounds
- Be patient and considerate, but firm and consistent with a wide variety of faculty, staff, and student personalities in potentially contentious situations
- Multi-task, prioritize work, tolerate frequent interruptions and accept change

Preferred Qualifications:

- Experience working in an academic office setting or in an education setting with a diverse student population
- Working knowledge of PeopleSoft, Nolij, Google Drive, Trello and various social media platforms
- Recent demonstrated experience within the University system
- Experience providing customer service

Application Procedure: To apply, qualified candidates must electronically submit the following materials via Interfolio (link below):

- Letter of Interest
- Resume or Curriculum Vitae
- Contact information for at least three professional references
- HSU Employment History Form (HSU Employment History Form: <https://forms.humboldt.edu/employment-history-form>)

CLICK HERE TO APPLY NOW: <http://apply.interfolio.com/61963>

(NOTE: 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).

Application Deadline: The deadline to submit application materials is 11:59 p.m. on Wednesday, May 1, 2019. 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 (19-21) 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.

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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.

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.



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.