



HUMBOLDT STATE UNIVERSITY



Administrative Support Coordinator I

Closes: Wednesday, September 19th, 2018

(Job # 18-57) Administrative Support Coordinator I (ASC I), \$2,609-\$4,582/month. Appointments are typically made at the beginning of the salary range. This is a full-time, benefited, 11/12 pay plan position (work 11 months of the year with pay and benefits over 12 months) with a one-year probationary period in the Department of Forestry and Wildland Resources.

Position Summary: Under the lead direction of the department chair, the Administrative Support Coordinator I (ASC) has responsibility for the total administrative support of a busy department with 260 undergraduate majors, 11 full-time faculty, and up to 25 part-time faculty and graduate teaching associates, and a part-time student assistant.

Duties: The ASC oversees the running of the department office and the design and implementation of a complex records management system. Responsibilities include clerical and administrative support functions; organizing a busy office while retaining a genial atmosphere; explaining a variety of procedures and policies to students, the public, and other campus employees; managing information flow for the department; maintaining confidential files; assisting with preparation of agenda items, providing background information, and preparing and distributing minutes of departmental meetings; maintaining a calendar for the chair; assisting the chair in preparing class schedules and monitoring faculty workload reports; monitoring and reconciling faculty resource allocations and expenditures; monitoring and reconciling state trust accounts; serving as resource person for multiple department committees; monitoring and reconciling field trip budgets and scheduled trips; and scheduling classes to minimize conflict.

Minimum Qualifications: Completion of a high school program, technical/vocational program, or their equivalents combined with two years of related office work experience that has provided the applicant with the knowledge, skills, and abilities listed below.

Knowledge, Skills and Ability:

Knowledge:

Thorough knowledge of:

- Applicable university infrastructure, policies, and procedures
- English grammar, punctuation, and spelling
- Office systems and ability to use a broader range of technology, systems, and packages, to include PC environments (Windows) and Microsoft Excel and Word software

Working knowledge of:

- Budget policies and procedures

Skills:

- Advanced organizational skills

Ability to:

- Independently handle multiple work unit priorities and projects, and meet deadlines
- Apply independently a wide variety of policies and procedures where specific guidelines may not exist
- Analyze and evaluate information and problems, making judgments and initiating action as necessary
- Perform standard business math, such as calculate ratios and percentages, track financial data, and make simple projections
- Draft and compose correspondence and standard reports
- Effectively handle a broader range of interpersonal contacts, including those at a higher level and those sensitive in nature
- Communicate clearly and effectively
- Establish and maintain working relationships with staff, students and faculty from diverse backgrounds
- Independently interpret, apply, and explain to others a variety of complex policies and procedures
- Maintain confidentiality and exercise judgment and discretion appropriately
- Recruit, train, supervise, and evaluate student assistants
- Manage and monitor budget accounts
- Develop new procedures and practices as programs change, often on short notice
- Work effectively with co-workers, members of the campus community, and the public

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Preferred Qualifications: Experience with personnel policies and procedures related to faculty and staff recruitment and the appointment, promotion, and evaluation process. Experience managing complex budgets. Familiarity with HSU programs, policies and procedures. Experience in Web update tools, Access, PeopleSoft class scheduling, Common Management System, OBI and other financial database tools, Gmail, and other calendaring tools.

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: <https://apply.interfolio.com/54255>

(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, September 19th, 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 (18-57) 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: 1034

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: September 5, 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.



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.