HUMBOLDT STATE UNIVERSITY

Administrative Support Assistant II

Closes: Thursday, November 15, 2018

(Job #18-71) Administrative Support Assistant II, $2,383-4,087/month. Appointments are normally made at the beginning of the salary range. This is a full-time, benefitted, 11/12 pay-plan (work 11 months with pay and benefits over 12 months), non-exempt position with a one-year probationary period in the Department of Education.

Position Summary: Under the lead direction of the Administrative Support Coordinator, the Administrative Support Assistant (ASA) provides support for the day-to-day functions of the School of Education (SOE) front office, including managing all applicant documentation and databases for the credential programs, the undergraduate major (LSEE) and the M.A. program. This position offers initial orientation information about the credential programs and the M.A., creates reports from the databases, maintains candidate files, updates application materials, assists program coordinators, and is responsible for SOE marketing, recruiting, and community presence including the SOE website and general office management duties.

Duties:

Provides clerical support for credential programs, the LSEE major, the M.A. program, and assessment and accreditation:

- Translates application data and student information from HSU Admissions into SOE databases
- Is in charge of the electronic platform used for assessment and accreditation and inputs all assessment data for assessment and accreditation
- Generates Access reports as needed for ongoing assessment
- Maintains confidential student files
- Manages application process for all scholarships
- Generates letters of good standing for candidates based upon a review of their files
- Completes out of state waivers
- Interacts with the Department of Justice and maintains a database of student's fingerprint clearances for all placements in K-12 schools
- Organizes and maintains current school MOUs with participating SOE students and student teachers
- Compiles information for the CSU database CTQ and Title II reporting
- Collects course syllabi each semester

Assists the program coordinators:

- Is the first person to interact with all individuals coming into the SOE office
- Does preliminary advising (in person, via email and phone) for current, prospective and former students
- Works with candidates to ensure their applications are complete
- Is responsible for intake of all physical and digital application materials
- Organizes application workshops for the programs and organizes applicant interviews
- Organizes all applicant files (including digital files) for interviews in the schools and in HSU departments
- Interacts with school personnel as necessary

Markets SOE presence and community activities:

- Develops and maintains bulletin boards, print materials, digital media presence and the SOE website
- Is the coordinator for all program google groups
- Schedules and organizes the Mentor Teacher Event, School of Education Open House, HCOE, HSU Job Faire

Oversees SOE office:

- Orders and maintains office supplies and organizes supply cabinet
- Assists Dean's Office with faculty evaluations
- Copier Maintenance
- Other 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.

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Required Knowledge, Skills, and 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

Skills

- Excellent written and oral communication skills and including the ability to explain complex application procedures to students, the public and others
- Excellent technology skills including the ability to input data rapidly, manage information on an electronic platform and update social media applications and web pages
- 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

Ability to:

- Understand and operate in a variety of complicated organizational structures (HSU procedures, SOE practices, changes in legislation and regulatory issues in the California Commission on Teacher Credentialing)
- 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, including tracking and comparing data
- Use standard office equipment
- Use standard word processing and related computer software packages
- Establish and maintain effective working relationship with faculty, staff, and students from diverse backgrounds

Preferred Qualifications:

- Two years of progressively responsible experience in a professional office environment
- Knowledge of or experience using CalStateApply, Nolij, WebAdmit, and Microsoft Access

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/57417

(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 Thursday, November 15, 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 (18-71) and applicant's last name in the subject line of the message.

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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: 1031

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: November 1, 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.