



# HUMBOLDT STATE UNIVERSITY



## Office Coordinator

Closes: Thursday, March 14, 2019

**(Job #19-11) Administrative Support Coordinator II, Office Coordinator, \$2,855-\$5,019/month.** Appointments are typically made at the beginning of the salary range. This is a full-time, 11/12 pay plan (work 11 months of the year with pay and benefits over 12 months), non-exempt, permanent position with a one-year probationary period in the Cultural Centers for Academic Excellence. 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>.

**Position Summary:** Working with a high degree of autonomy under the general supervision of the Director of the Cultural Centers for Academic Excellence (CCAE), the Office Coordinator supports the clerical and administrative functions of five Cultural Centers on HSU's campus (CCAE, the Native American Center-LTEPP, the African American Center, the Latino Center, and the MultiCultural Center), as well as supporting the office of the Director, ELITE Scholars, and Scholars without Borders. This position supports the coordinators from each center with all fiscal transactions, event budgeting, and programming oversight.

**Duties:** The incumbent acts as a liaison between departments and with other administrative and support offices to assist coordinators with current processes and procedures for budgeting, programs and large events, official travel, and other administrative functions. The incumbent tracks all expenditures and prepares reports of current financial operations using computer-based systems to track State Funds, Trust Funds, Sponsored Program Grants, Associated Students (AS) Cultural Programming Grants, Diversity Programming Grants, and AS funding. The incumbent also supports coordinators, student staff, clubs, and organizations on the procedures and policies related to successful AS and Office of Diversity and Inclusion grant submission, implementation, and programming and grant budgets. This position maintains confidential student files and financial documents, processes all necessary payroll documentation for professional staff and students, and assists Cultural Center Coordinators with Program Assessments and Student Learning Outcomes.

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

### Required Knowledge, Skills and Abilities:

#### Knowledge

- Comprehensive and detailed knowledge of the university infrastructure, policies, and procedures
- Thorough mastery of English grammar, punctuation, and spelling
- Working knowledge of budget policies and procedures
- Working knowledge of financial reporting and payroll functions

#### Skills:

- Expertise in using office software packages, technology, and systems, notably proficiency in Microsoft Excel and Word
- Strong written and oral communication skills
- Strong organizational skills
- Strong interpersonal and inter-cultural communication skills
- Excellent attention to detail, with an emphasis on the content and formatting of written documents

#### Ability to:

- Organize information, tasks, and work environment for efficiency and effectiveness with minimal supervision
- Interpret and apply policies and procedures independently, and use judgment and discretion to act when precedents do not exist
- Troubleshoot most office administration problems and respond to all inquiries and requests related to work area
- Understand problems from a broader perspective and anticipate the impact of office administration problems and solutions on other areas

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- Analyze operational and procedural problems and develop, recommend, and evaluate proposed solutions
- Perform business math, analyze budgetary data, and make accurate projections requiring some inference
- Work independently in a team-building environment
- Prioritize, set and meet deadlines, and be flexible with changing needs of the program
- Follow detailed and sometimes complex written and verbal instructions
- Maintain professional demeanor and perform calmly in stressful situations
- Create spreadsheets and use database applications
- Effectively write and present own reports
- Use negotiation and persuasion skills to achieve results and expedite projects
- Independently handle multiple work unit priorities and projects
- 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
- Establish and maintain a comfortable, cooperative working environment with diverse communities including co-workers, faculty, staff, students and visitors to the campus

**Preferred Qualification:** Knowledge of grant writing and expenditure processes.

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

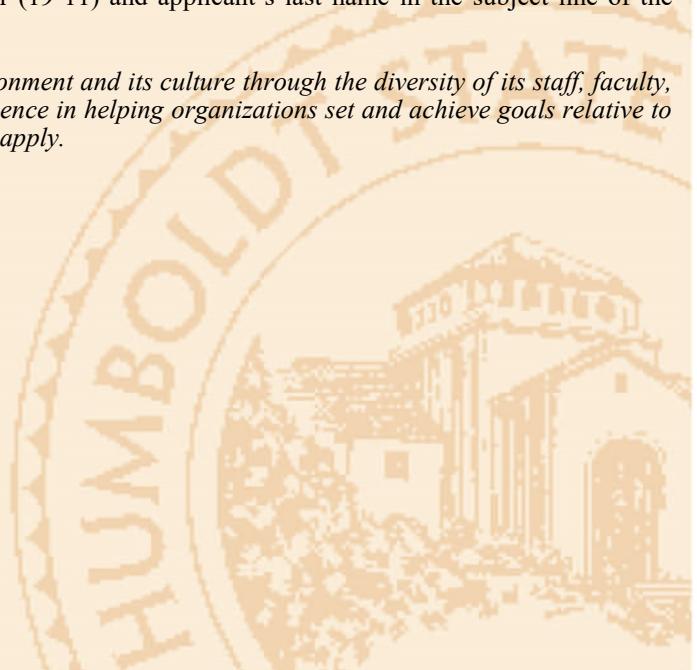
- Letter of Interest
- Resume or Curriculum Vitae
- Contact information for at least three professional references
- HSU Employment History Form (HSU Employment History Form: <https://forms.humboldt.edu/employment-history-form>)

CLICK HERE TO APPLY NOW: <http://apply.interfolio.com/60882>

(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, March 14, 2019. To be notified in the event this recruitment re-opens for a subsequent review of applications, send an email to [careers@humboldt.edu](mailto:careers@humboldt.edu) that includes the job number (19-11) 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.*



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*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: February 28, 2019

*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](http://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.