Campus Repopulation Administrative Support Coordinator
Department of Human Resources
Job #21-24
Close Date: Thursday, May 20, 2021

(Job #21-24) Administrative Support Coordinator II, Campus Repopulation Administrative Support Coordinator (ASC), $3,352-$5,639/month. Appointments are typically made at the beginning of the salary range. Salary is commensurate with qualifications and experience. This is a temporary, full-time, benefited, 12-month pay plan position in the Department of Human Resources. This is a one-year temporary appointment with the potential for renewal, contingent upon funding and operational need. 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.

This vacancy announcement is for one of two positions that will involve COVID-19 immunization tracking and coordination of campus repopulation. Our Immunization Tracking Administrative Support Coordinator vacancy announcement can be found on HSU’s Staff Employment Opportunities website.

Humboldt State University is a Hispanic-Serving Institution that strives to foster an inclusive and equitable community to support our students of diverse backgrounds. HSU is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality committed to working in a multicultural and multiracial community that reflects the diversity of the state. Additional information about Humboldt State University can be found at www.humboldt.edu.

Duties: Under the lead direction of the Human Resources Office Manager, the Campus Repopulation ASC oversees and implements administrative support tasks in direct support of post-pandemic campus repopulation and telecommuting programs. As detailed below, duties include developing documents, tracking processes, coordinating work flow, and performing administrative duties and project work and coordination related to post-pandemic repopulation initiatives and other Human Resources functions.

Specific duties include:

Provide administrative support to campus repopulation programs:

- Augment / back-up Human Resources (HR) front desk coverage to accommodate increase in office traffic and telephone and email inquiries related to COVID requirements and programs and campus repopulation initiatives
• Oversee and implement HR-internal processes and programs that track and report vaccination and testing status of employees; responsible for maintaining reporting statistics and updating employee personnel files with applicable records related to vaccination and testing
• Oversee and implement HR-internal processes and programs that track and report telecommuting statuses of employees; responsible for updating employee personnel files with applicable telecommuting records
• Complete manual entry of historical I-9 forms into the I-9 Tracker (required to complete high volume of pandemic-deferred in-person I-9 verifications, which will need to be completed once in-person deferment is terminated)
• Provide administrative support for the disability interactive process for COVID-related requests; receive and process requests and issue and track COVID-related ADA accommodations as directed by the Campus ADA Coordinator
• Assist Front Office and HR managers with the routine filing of over one year’s volume of pandemic-related-backlogged hard-copy and electronic documents into employee personnel files

**Provide administrative support to Human Resources Office operations:** Develop documents, track processes, coordinate work flow, and perform administrative duties and project work and coordination related to core Human Resources functions – Recruitment, Compensation and Classification, Benefits Administration, Training and Professional Development – that are experiencing increased workload due to post-pandemic requirements and regulations.

**Minimum Qualifications:** Education equivalent to a high school diploma and three years of related experience which has provided the incumbent with the knowledge, skills, and abilities listed below.

**Knowledge, Skills, and Abilities:** The successful candidate will have demonstrated knowledge, skill, and ability in the following areas:

**Knowledge:**
- Comprehensive and detailed knowledge of the university infrastructure, policies, and procedures
- Thorough mastery of English grammar, punctuation, and spelling

**Skills:**
- Expertise in using office software packages, technology, and systems
- Meticulous attention to detail

**Ability to:**
- 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
- Analyze operational and procedural problems and develop, recommend, and evaluate proposed solutions
- Develop and maintain effective, cordial working relationships with staff, students, and faculty from diverse backgrounds
- Perform business math, analyze budgetary data, and make accurate projections requiring some inference
- 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

Preferred Qualifications

• Directly related work experience in a human resources office
• Intermediate to advanced skill in using Microsoft Excel software
• Experience using the Google software suite

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; NOTE: Download the HSU Employment History Form and save it as a PDF file prior to filling it out. If the form is completed in an online browser, content WILL NOT be saved).

CLICK HERE TO APPLY NOW: http://apply.interfolio.com/87431

Application Deadline: The deadline to submit application materials is 11:59 p.m. on Thursday, May 20, 2021.

Any inquiries about this recruitment can be directed to careers@humboldt.edu or HSU’s Human Resources Office at (707) 826-3626.

Humboldt State University sits on the traditional homelands of the Wiyot people in what is currently called Arcata, CA. The Wiyot people call the area Goudi’ni (over in the woods). HSU was the first campus in the California State University system to offer a stand-alone major in Native American Studies.

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.

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 of approximately 7,000 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 approximately 135,000. The community offers an excellent range of businesses, services, and cultural activities and performances. The local schools are ranked in the top performance percentiles, both nationally and in the state.
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. Humboldt State University is not a sponsoring agency for staff or management positions (i.e. H-1B Visas).

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 employment status of candidates or continued employment of current CSU employees who are being considered for the position.

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.

Class Code: 1035
Publication Date: May 6, 2021

See more photos at Humboldt State University’s Flickr page.