CNRS Dean’s Office Coordinator  
(Internal Only)  
College of Natural Resources and Sciences, Dean’s Office  
Job #21-44  
Close Date: Monday, August 16, 2021  

(21-44) Administrative Support Coordinator II, CNRS Dean’s Office Coordinator, $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 full-time, benefited, non-exempt, 12-month pay plan, permanent position with a one-year probationary period in the Dean’s Office of the College of Natural Resources and Sciences. 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. Please note that this is an internal recruitment open only to active, stateside, staff Humboldt State University Employees.

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.

Position Summary: In the office of the Dean of College of Natural Resources and Sciences, the CNRS Dean's Office Coordinator takes a leadership role in managing processes and procedures, and assists in the development, coordination and training in business practices in the office, the MBU and the departments. Working closely with the Dean and CNRS Budget and Resource Administrative Analyst and coordinating with the college staff, and the MBU coordinators, the CNRS Dean's Office coordinator processes common forms and information associated with and in support of University and College workflow and practices. These will include functions in Accounting, Accounts Payable, Payroll, Cashiers, Contracts and Procurement, HR, APS, Risk Management, Facilities, and other University offices. Work may be general in nature or specific tasks, with department or College workload assigned and as determined by regular workflow analyses and or need.
**Duties:** Ongoing or ad hoc contribution, coordination and support of general operational and/or clerical functions for College of Natural Resources and Sciences, Dean’s Office.

- Provide direct support for the Dean including scheduling, coordination of letters and templates, ad hoc APS and HR communications.
- Compilation and formatting of information and data from numerous sources for the production of reports, memos, guidelines, procedures and policy papers. May require fundamental understanding of data organization and principles of analysis and analytical tools.
- Contribute to College document review, data validation, and testing of models or systems developed for the MBU for accuracy, consistency and functionality.
- Coordination of communications including regular communications via email, newsletters, mailings and other media that provides information about the College and its programming.
- Provide web page support including the updating of information as needed.
- Support for transactional operations involving accounting, accounts payable, contracts and procurement, facilities management, IT, APS/HR, budget and any other office that may require through policy, regulation or guidelines, transactional processes using forms, spreadsheets, databases, or business intelligence tools. This work will occur primarily at the College level but will extend to other programs within the College as needed.
- Periodic review and reporting of MBU and program budgets and accounts as directed.
- Will require the use of OBI, PeopleSoft modules, Questica, Content 7, Adobe products, Google Forms, Google Sheets, Google Docs, and other software and databases as needed, to process various tasks: including common reporting and data entry.
- Act as operational resource liaison for transactional and process questions and a variety of data or report requests. This will include the compilation of workflow processes, locations, standards, and practices pertinent to the role, and the development of systems to organize access and process changes. Will include the generation of standard and/or custom reports from OBI and Questica.
- Review and or entry of divisional assigned time reporting in PeopleSoft (PS) to ensure alignment with department targets, instructor workload, LTF and payroll reporting.
- Modification of faculty assigned time in PS as needed, including addition and deletion of time as appropriate, modification or compilation of descriptions as required to meet reporting requirements and consistency.
- Provide training / cross training in operational processes as needed to ensure business continuity
- Coordination of college graduate student programs, including support of day to day activities regarding admission, scholarship, and day to day activities.
- Contribute support and back up support for College or departmental projects, workflow or initiatives as workload allows. This will require cross training as needed.
- Contribute to the coordination of College graduation event activities and support.

**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:**

- Comprehensive and detailed knowledge of the university infrastructure, policies, and procedures.
- Thorough mastery of English grammar, punctuation, and spelling.
- Expertise in using office software packages, technology, and systems.
• Familiarity with workflow management, including project management, change management and the application of logical reasoning.
• Ability to interpret and apply policies and procedures independently, and use judgment and discretion to act when precedents do not exist.
• Ability to troubleshoot most office administration problems and respond to all inquiries and requests related to work areas.
• Ability to understand problems from a broader perspective and anticipate the impact of office administration problems and solutions on other areas.
• Ability to analyze operational and procedural problems and develop, recommend, and evaluate proposed solutions.
• Ability to perform business math, analyze budgetary data, and make accurate projections requiring some inference and at times innovative solutions.
• Ability to effectively write and present own reports.
• Ability to establish and maintain working relationships with staff, students, and faculty from diverse backgrounds.
• Ability to effectively handle interpersonal interactions at all levels and handle highly sensitive interpersonal situations.
• Ability to use negotiation and persuasion skills to achieve results and expedite projects.

Preferred Qualifications:
• Bachelor’s Degree
• Familiarity with common business practices, methodology, and analyses
• Familiarity and practice in Intermediate Excel skills including pivot tables, functions, and complex formulas.
• Demonstrated skills and practice as a lifelong learner.

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/91611

Application Deadline: The deadline to submit application materials is 11:59 p.m. on Monday, August 16, 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: August 2, 2021

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