Administrative Support Assistant
(Internal Only)

Student Health and Wellbeing Services
Job #21-59
Close Date: Thursday, September 2, 2021

(Job #21-59) Administrative Support Assistant II (ASA II), Administrative Support Assistant, $2,912-4,592/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, non-exempt/exempt, 12-month pay plan in Student Health and Wellbeing Services. 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.

The Place: Known for its quality academic programs and its hands-on approach to learning, Humboldt State University has a well-earned reputation as one of the best primarily undergraduate public universities in the United States. The residential and rural campus of 8,200 students is nestled between mountains, giant redwood trees, and breathtaking Pacific Ocean beaches. The local area offers many outdoor recreation opportunities as well as a full range of dining, cultural, and entertainment opportunities, all without the hassle and expense of a major metropolitan area. Local K-12 schools consistently rank in the top 10% in the state, and the local produce is second to none. Humboldt State University also benefits from being part of the world’s largest university system, the 23-campus California State University (CSU).

The purpose of Student Health and Wellbeing Services (SHWS) at Humboldt State is to help students achieve and maintain academic success and lifelong health and well-being by providing timely and appropriate primary and acute health care, mental health counseling and crisis intervention, disease and injury prevention education, outreach, referrals, educational services and campus consultations. Student Health and Wellbeing staff work under the mandate of the California State University in delivering a specified range of health care services which requires that employees.
understand, support, and comply with the mission, goals, policies, and procedures of SHWS; and accept the concept of a team and the multidisciplinary approach to providing quality health care. The SHWS team works closely together to serve their mission, while also valuing a warm, fun, and collegial environment – frequent laughter, occasional staff potlucks, and a group of talented people serving a meaningful mission together make SHWS a great place to work, full of exceptionally dedicated staff who are excited to welcome new staff members to our team.

**Duties:** Under the lead oversight of the Administrative Analyst, the ASA II is responsible for providing clerical support for staff and students in Student Health and Wellbeing Services. This division is experiencing dynamic growth and positive change.

In 2021-2, this position will have primary responsibility for welcoming individuals entering the Student Health and Counseling building while performing the following duties:

- COVID-19 Screening (temperature checks, ask screening questions)
- Triage students to appropriate location/resource
- Schedule and coordinate telehealth appointments when in-person services are contra-indicated or telehealth is preferable

Performance of varied administrative support duties including, but not limited to the following:

- First point of contact and follow-up for Student Health and Counseling;
- Creation and maintenance of comprehensive files and records for the department (including those of a confidential nature);
- Routine updating of spreadsheets and information;
- Writing routine letters, drafting general correspondence, copying and sending documents including the use of mail merge;
- Updating information on bulletin boards, displays, and web page;
- Process incoming and outgoing mail including electronic mail;
- Utilization of electronic systems for effective record-keeping and communication;
- Schedule appointments;
- Other clerical 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.

**Required Knowledge, Skills & Abilities:** The successful candidate will embrace a uniquely creative environment, must demonstrate meticulous attention to detail, and possess a thorough knowledge of modern office methods, procedures and practices. In addition, the successful candidate must have demonstrated ability to:

- Be proficient in word processing, spreadsheet, calendar and e-mail software
- use correct English grammar, spelling, and punctuation
- multi-task, prioritize work, and tolerate frequent interruptions
- learn new processes, policies, and software programs as needed
- communicate effectively, both orally and in writing
- process sensitive and confidential information in a responsible manner
- consistently model a high degree of customer service and student focus while demonstrating sensitivity to cross-cultural perspectives and experiences
- work collaboratively and support other team members
- establish and maintain working relationships with staff, students, and faculty from diverse backgrounds
• be patient, considerate, and sympathetic, but firm and consistent with a wide variety of faculty, staff, and student personalities

Preferred: Experience working in a health care or clinic setting with a diverse student population.

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](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/92803](http://apply.interfolio.com/92803)

Application Deadline: The deadline to submit application materials is 11:59 p.m. on Thursday, September 2, 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.

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