

HUMBOLDT STATE UNIVERSITY



Assistant to the Dean of Students

Dean of Students Office

Job #21-60

Close Date: Sunday, October 3, 2021

(Job #21-60) Administrative Support Coordinator I, Assistant to the Dean of Students, \$3,064-5,148/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, 12-month pay plan position in the Dean of Students Office. 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>.

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: Under the general supervision of the Dean of Students, the Assistant to the Dean of Students is responsible for providing full-time administrative direct support to the Dean of Students as well as some support to the departments within the Dean of Students Office. The Assistant to the Dean of Students oversees a wide range of administrative, operational, and procedural issues such as coordinating multiple large and complex projects as needed; clerical and budget management (expenditures, tracking, and projecting) support; co-presenter with Dean of Students and other office staff at new faculty, staff and student orientations regarding Dean of Students office services and referral process, crisis response, classroom management, etc.; serves on Division and University committees as assigned; performs and assists with research and analysis of project related data as needed such as Student Conduct, CARE, Orientation; provide low-level CARE services to students such as notification to faculty regarding absences, etc., and advise student families in accessing services and refers and advocates on behalf of students and their families to appropriate resources.

Duties:

- Receives and composes sensitive correspondence and other communications;
- Supports and coordinates general office activities and provides all reception services including receiving a wide variety of visitors;

- Maintains paper and electronic filing systems;
- Arranges and creates calendars meetings and events for the Dean of Students and Dean of Students departments;
- Assists with travel arrangements for Dean of Students;
- Triage student issues for appropriate referral which includes assessing the urgency of the matter;
- Acts as the key advisor for the department and is responsible for requesting PeopleSoft access, key cards, phone line connections, printer payments, travel paperwork, etc.;
- Supervises and trains the Dean of Students office student assistants as well as orientation student graduate assistant and completes student time sheets.
- Support the orientation program in various tasks such as website editing, new student registration set up, canvas course creation, scheduling and note taking for committee meeting;
- Manage the phone lines and text messaging apps, working with faculty for summer advising and help manage the orientation email;
- Hires, supervises, trains and serves as the point of contact during the transition of hiring a new graduate assistant;
- Physically present during the live orientation days and orientation leader training;
- Completes student timesheets for graduate assistant and students who may work the call centers over the summer.
- Makes all budget purchases for orientation, requests POs, completes requisitions, keeps a ledger of all purchases.
- Maintains learning guides for processes in Peoplesoft regarding registration.
- Handle sensitive and highly confidential information;
- Providing work direction and guidance to others;
- Make recommendations on employee staffing issues;
- Work directly with and regarding students and their families in crises and with appropriate staff, faculty and administrators for catastrophic or medical withdrawals, student absences, community disasters, or death;
- Develop and compose confidential correspondence regarding high level sensitive issues.
- Process personnel documents including payment of invoices and reimbursements, work requests and other;
- Make purchases for the department, performs budget reconciliation and reporting using OBI and Excel spreadsheets;
- Authorize budget transfers and provides quarterly budget reports to the Division and University budget office;
- Provide guidance and advice to budget personnel for the offices of the direct reports of the Dean of Student which include: Office of Student Life, Cultural Centers, Student Activity Center, SDRC, Testing, Vets, Student Marketing Center, and Orientation;
- Manage the budget for one time funding and is the only procard holder in the DOS office, and provides support to other offices listed under the MBU when needed;
- Assist as one of two primary Clery reporting and compliance staff in the Dean of Students office for annual federal mandated report;
- Plan logistics and execution for additional Dean of Students or department programming and projects as they are developed;
- Co-coordinate student memorial services;
- Co-present with Dean of Students, faculty, staff and administrators for new employee and student orientations as well as campus climate trainings.

Minimum Qualifications:

- Education equivalent to a high school diploma, and two years of progressively responsible administrative clerical support;
- Knowledge of English grammar, spelling, and punctuation and be able to clearly communicate orally and in writing;
- Experience working with a diverse group of individuals.

Required Knowledge, Skills, and Abilities:

- Comprehensive and detailed knowledge of the university infrastructure, policies and procedures.
- Thorough mastery of English grammar, spelling and punctuation, and the ability to communicate effectively both orally and in writing.
- Expertise in using office software packages, technology, and systems.
- Expertise in theoretical foundations and practices for addressing campus climate issues and facilitation of trainings and dialogue concerning such matters.
- Thorough knowledge of office methods, procedures and practices; advanced organizational skills and demonstrated ability to set and modify priorities according to changing needs in a fast-paced, dynamic office and complete tasks independently.
- Experience in communicating with diverse communities, and in establishing and maintaining cooperative working relationships.
- Ability to independently handle multiple work unit priorities and projects.
- Ability to interpret and apply policies and procedures independently; use judgment and discretion to act when precedents do not exist.
- Ability to troubleshoot all office administration problems and respond to all inquiries and requests related to work area.
- 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.
- Demonstrated ability to work in a highly confidential work environment, maintain a high degree of confidentiality, exercise good judgment and use discretion appropriately
- Expertise in using technology, software, and systems.
- Must be self-motivated, detail-oriented and reliable.
- Ability to adjust priorities to changing needs and to complete projects accordingly.
- Ability to prioritize incoming situations and communications, and redirect them to the appropriate personnel as needed.
- Ability to maintain a calm demeanor despite high stress situations and interactions.
- 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.
- Ability to perform business math, analyze budgetary data, and make accurate projections, along with the ability to effectively write and present own reports.

Preferred Qualifications:

- Experience with managing budgets and purchasing;
- 5 years of progressively responsible administrative clerical support.
- Experience with PeopleSoft, Canvas, Maxient, and OBI.

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/92969>

Application Deadline: The deadline to submit application materials is 11:59 p.m. on Sunday, October 3, 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

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See more photos at [Humboldt State University's Flickr page](#).