Confidential Administrative Support  
(Internal Only)  
Office of Diversity, Equity, and Inclusion  
Job #21-96  
Close Date: Monday, December 20, 2021

(Job #21-96) CAS-II Exempt, Confidential Administrative Support, $4,233 – 9,541. Appointments are typically made at the beginning of the salary range. This is a full-time, benefited, exempt, 12-month pay plan, permanent position, with a two-year probationary period in the Office of Diversity, Equity, and Inclusion. 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: The Office of Diversity, Equity, and Inclusion (ODEI) leads the visioning and implementation of Humboldt State University’s (HSU) quest for inclusive excellence in alignment with the institution’s 2021-2026 Strategic Plan, Future Forward. Through compassionate listening and intentional cross-campus and community collaboration, we strive to transform relationships and policies to shape the HSU of the future. We will achieve this purpose by implementing our six-pillar framework of inclusive excellence: (1) A safe and welcoming community; (2) Equitable opportunities and outcomes; (3) Strategic partnerships; (4) Intercultural competence and humility development; (5) Organizational resources; and 6) Collaborative leadership, and shared accountability.

ODEI’s Associate Vice President (AVP) and Campus Diversity Officer reports to the Provost and Vice President for Academic Affairs and is responsible for all university diversity, equity, and inclusion operations. The Associate Vice President is a member of the President’s Cabinet and the Provost’s Leadership Team and works across campus with college and academic deans and other academic units to advance inclusive excellence.
Reporting directly to the AVP, the confidential administrative support coordinates and performs highly sensitive and confidential administrative operations and project management for the Office of Diversity, Equity, and Inclusion. With a high degree of autonomy, the incumbent manages the AVP’s professional calendar and coordinates meetings, projects, activities, inquiries, policy interpretation, and responds to requests from all campus stakeholders and community partners. The successful candidate will support the AVP in daily preparation for upcoming meetings, prepare and analyze the AVP’s calendar, and provide analysis for the AVP’s assessment. The incumbent manages agendas and communications, coordinates projects and initiatives, and responds to inquiries and requests from all campus entities and community partners. The successful candidate provides sensitive and confidential communications on behalf of the AVP.

Duties:

90% Provides assistance to the Associate Vice President and Campus Diversity Officer:

- Based upon a broad understanding of diversity, equity, and inclusion issues and topics support, the Confidential Administrative Support manages the agendas for high-level, confidential meetings and communications on behalf of the AVP; Assess the relative significance of day-to-day events, correspondence, phone calls, and inquiries, some of which may be highly complex, politically sensitive, and/or involve multiple issues using independent judgment, creative solution-seeking, and proactive consultation.
- Evaluate priorities and disseminate information from the AVP to others. Provide necessary requests to AVP and refer other requests to more appropriate individuals and offices as needed. Ensure each inquiry is appropriately directed and resolved in a timely and courteous manner in accordance with applicable policies and procedures, as well as laws and regulations.
- Work closely with other Executive Assistants and coordinators to manage projects, calendars, and events when appropriate.
- Independently conceive and perform research and produce reports and analyses necessary to manage the AVP’s calendar and for the AVP to participate in meetings and conferences.
- Provide materials for the AVP to follow up on communications, phone calls, etc.
- Provide proactive support of meeting set up: arrive at each meeting in advance and ensure all teleconferencing connections are established, materials up on screen and distributed as needed.
- Participate in key meetings to take notes, assign next steps, and distribute communication as needed.
- Draft and process sensitive and highly confidential letters and other forms of communication for the AVP’s information and/or approval/signature, ensuring proper grammatical, typographical construction, and format.
- Safeguard the confidentiality of the AVP and ODEI by exercising discretion in handling administrative records, files, and other confidential items and in communicating information to faculty, staff, students, and various groups served by the university.
- Initiate and compose correspondence individually and on behalf of the AVP, including but not limited to emails, letters, campus-wide announcements, and unit-wide messages.
- Work independently and with ODEI staff to provide the AVP, in a timely manner, with appropriate briefing material, issues analyses, and summaries of information necessary for meetings, conferences, communications, or phone calls requiring the participation of the AVP.
- Ensure professional and effective communication and interactions, both verbally and in writing, with persons in senior positions of authority within and outside of the university, faculty, staff, students, parents, alumni, community partners, and members of the general public.
- Set priorities, manage deadlines, and implement effective practices.
- Interpret university policies and procedures and make recommendations with a focus on diversity, equity, and inclusion.
- Gather background information on research key policy/program matters for use by the AVP; maintain knowledge of...
applicable policies, procedures, and regulations that affect ODEI; and ensure that all correspondence conforms to relevant campus or CSU policy, and that grammatical and typographical construction and format are correct.

- Draft, review and distribute ODEI material and campus-wide email communications and develop email communication templates as requested.
- Co-supervise the ODEI support coordinator (ASC) and student assistant, including the evaluation of priorities, assignment of tasks, and review of work against standards, performance feedback, and determination of training needs.
- Attend training and maintain skill currency appropriate to safely and effectively complete assignments.
- Manage and review absence recording and reporting for ODEI and the AVP’s direct reports.

10% Special Projects, which include:
- Work collaboratively with and provide leadership support and training to the ODEI ASC and student assistant.
- Work with the Network Manager and Community Development Specialist to strengthen DEI-centered university-community partnerships such as equity Arcata.
- Work collaboratively with Academic Personnel Services/Human Resources to help support search processes.
- Coordinate and ensure completion of the AVP’s management annual evaluation process.

Minimum Qualifications: Graduation from a four-year college or university OR a combination of experience and training that provides the necessary foundation of skills and knowledge to perform required duties.

Required Knowledge, Skills, and Abilities:

- Ability to work with a diverse group of students and colleagues, and members of the on and off campus community.
- Demonstrated ability to interact with a culturally diverse population and to effectively and respectfully function and communicate within the context of varying beliefs, behaviors, orientations, identities, and cultural backgrounds.
- Ability to handle sensitive interpersonal interactions and documentation at all levels; maintains confidentiality and supplies discretion; possess the ability to communicate effectively both orally and in writing; ability to use word processing and spreadsheet software applications effectively; ability to work independently; ability to effectively establish priorities, assign and delegate work effectively and accordingly, and provide performance feedback to ASC.
- Ability to interpret and apply complex policies and procedures independently and use judgment and discretion to act when precedents do not exist.
- Must possess a thorough mastery of English grammar, punctuation, and spelling; must have the ability to take the initiative and independently plan, organize, coordinate, and perform effectively in an environment where diverse demands and changing priorities are involved.
- Must have comprehensive and detailed knowledge of university infrastructure and university and system policies and procedures.
- Awareness of diversity, equity, and inclusion matters in higher education.
- Advanced ability to work autonomously and efficiently on time-sensitive projects. Basic courtesy, tact, diplomacy, negotiation, influence skills, effective problem-solving skills, and the ability to prioritize and organize work schedules, multi-task, and meet established deadlines.
- Excellent communication skills; ability to effectively communicate information clearly and understandably, both verbally and in writing.
- Thorough knowledge of English grammar, spelling, and punctuation.
- Must demonstrate excellent writing skills.
- Ability to interpret, communicate, and apply policies and procedures.
- Demonstrated ability to maintain a high degree of confidentiality.
Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines while working autonomously.

Excellent computer skills and proficiency with various computer applications, including word-processing, spreadsheets, databases, surveys, online systems, internet, and online calendaring and email.

Thorough knowledge of the AVP’s duties and priorities and knowledge of the Office of Diversity, Equity, and Inclusion functions.

Ability to understand and consider university and AVP’s priorities in responding to requests and inquiries in building agendas.

Demonstrated ability to clearly communicate and interact discreetly and effectively with faculty members, students, staff, parents, alumni, and members of the general public concerning a wide variety of diversity, equity, and inclusion matters.

Demonstrated ability to clearly communicate and interact discreetly and effectively with senior university officials and persons in senior positions outside the university.

Ability to instill confidence in administration, faculty, students, and staff that important issues will be relayed to the AVP and that timely and appropriate follow-up will occur on a wide range of issues and matters.

Ability to plan multiple levels of events and assemble cross-functional teams to coordinate agendas for various special events and workshops.

Ability to work effectively in a high-level, high-profile, fast-paced administrative office with a heavy workload and frequent interruptions while maintaining a professional demeanor.

Demonstrated ability to independently develop and implement research assignments, including collection, analysis, and data reporting.

Ability to supervise, provide clear and concise instructions and feedback in-office procedures and practices, and direct work assignments.

Working knowledge of or ability to learn university infrastructure, policies, and procedures quickly.

Preferred Qualifications: Several progressively responsible work experiences in positions requiring strong organizational skills and complex analytical and problem-solving skills are preferred.

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/100018

Application Deadline: The deadline to submit application materials is 11:59 p.m. on Monday, December 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.
CSU requires faculty, staff, and students who are accessing campus facilities to be immunized against COVID-19 or declare a medical or religious exemption from doing so. Any candidates advanced in a currently open search process should be prepared to comply with this requirement. The systemwide policy can be found at https://calstate.policystat.com/policy/9779821/latest/ and questions may be sent to hr@campus.edu.

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.