Job Announcement for

Associated Students Business Office Coordinator

Location: Arcata, CA
Hours: 35 hours/week, 11 months/year
Wage: $18 - $23 per hour (depending on experience), paid bi-weekly; includes paid time off (vacation and sick leave) as well as a 10% retirement contribution beginning after the first year of employment

Works in Coordination With: Student Leaders, A.S. Board Coordinator, and Campus Partners

Supervisor: A.S. Executive Director

This is not a state position.

HSU and A.S. are 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.

GENERAL INFORMATION:
Associated Students of Humboldt State University (A.S.) is a non-profit 501(c)(3) auxiliary organization governed by a Board of Directors composed of 15 voting students, 3 advisory students, and 2 non-student advisors. A.S. funds and administers student initiated and student led programs and services. A.S. has three primary purposes: To advocate institutional changes that serve to enhance the student experience; To allocate student fee dollars to student-initiated and led programs and services; To educate the campus community on current affairs that have significant impact to students.

The location of this position is temporarily 100% remote but will require in-person work on HSU’s campus in Arcata, CA, once County and University policies allow.

POSITION DESCRIPTION:
Reporting to the Executive Director, the Business Office Coordinator oversees the day-to-day activities of the A.S. Business Office, including:

• compiling, verifying, and analyzing data from daily/monthly/annual financial reports/budgets and resolving errors and explaining variances;
• communicating CSU, HSU and A.S. policies and procedures to students, staff, and faculty;
• providing support to A.S. Core Programs, IRA Programs, and the campus community regarding questions related to their financial accounts, campus procedures, payroll preparation, procurement, travel, budget proposals and other related questions;
• arrange and support A.S. Board members who travel for business;
• verifying check requests for accuracy and ensuring that the supporting documents meet all the requirements and adhere to the A.S. Program budget requirements;
• assist with the preparation and maintenance of meeting agendas and minutes;
• assist both internal/external auditors by preparing reports, provide samples and submit other related documentations;
• serve as a backup to the A.S. Board Coordinator;
• provide support to the Executive Director;
• complete special projects and other miscellaneous duties as assigned.
MINIMUM QUALIFICATIONS:
Have an equivalent of two years of general office, clerical, or record-keeping experience which has provided the knowledge and abilities listed here:

- Experience in administrative support working with a high level of confidentiality and detail;
- Experience with budgets, spreadsheets, and shared documents;
- An understanding of the dynamics of diversity, equity and sustainability in higher education and a demonstrated commitment and ability to incorporate this understanding, as appropriate, in all levels of work;
- Effective communicator;
- Ability to work independently, be self-motivated, flexible, and solutions-oriented.

PREFERRED QUALIFICATIONS:

- Bachelor’s Degree;
- Demonstrated ability in establishing and maintaining working relationships with students, staff and faculty.

KNOWLEDGE, SPECIAL SKILLS AND ABILITIES REQUIRED:

Ability to:

- review data for accuracy, completeness, validity, and adherence to industry standards;
- compute and record figures accurately, maintain files and records;
- identify, trace, and correct errors;
- multi-task in a fast-paced, student-centered environment;
- utilize computerized systems and programs;
- interpret and apply written rules and regulations;
- demonstrate intermediate level abilities/knowledge of standard office machines, Microsoft Word/Excel, Google Docs/Sheets;
- establish and maintain effective working relationships with students, co-workers, staff and faculty;
- work collaboratively with individuals on campus and the community from diverse ethnic, cultural and socioeconomic backgrounds;
- operationalize sustainability concepts (economy, society, environment) into all aspects of performing job duties.

APPLICATION PROCEDURE: To apply, qualified candidates must electronically upload the following materials to:

https://docs.google.com/forms/d/e/1FAIpQLSeFuzJqWG9yBDCdwST_dx-_w70eJPvSNqEb4M_gYanOxOG_Cg/viewform?usp=sf_link

- Letter of Interest;
- Resume or Curriculum Vitae;
- Contact information for at least three professional references;
- A.S. Employment History Form

APPLICATION REVIEW DATE: This position is open until filled. First consideration will be given to completed applications received no later than 5pm on Monday, May 24, 2021.

HSU and A.S. are Title IX/Affirmative Action/Equal Opportunity Employers. 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.

Evidence of required degree(s), certification(s), or license(s) will be required prior to the appointment date. Associated Students of Humboldt State University requires that background checks be completed for all new professional staff hires. This process includes a criminal records check and verification of employment history and education. Certain positions may also require a credit check, motor vehicle report, and/or fingerprinting through Live Scan service. The appointment of an applicant to this position is contingent upon the applicant providing the required information to complete a background check, and upon the results containing no adverse findings that may affect this appointment.