



HUMBOLDT STATE UNIVERSITY



Administrative Support Coordinator I

Close: June 6, 2008

(Job #08-41) Administrative Support Coordinator I \$2,574.00 - \$3,861.00/month. (Appointments are typically made at the beginning of the salary range.) This is a full-time, 11/12 (work 11 months with pay and benefits over 12 months), permanent position in the shared department office for the Department of Chemistry and the Department of Physics and Astronomy (half-time for each department).

Duties & Responsibilities: Under the general supervision of the department chair, the Administrative Support Coordinator I (ASC) has responsibility for the total administrative support for these two departments with a combined total of approximately 120 undergraduate majors, thirteen full-time faculty members, and eight part-time faculty members. The ASC supervises the operation of the department office and establishes the workload of one student office assistant. Responsibilities include overseeing the department's clerical and administrative support functions; organizing an office to provide a genial atmosphere and productive functions; explaining a variety of procedures and policies to students, faculty, staff and the public; managing information flow for curricula that includes undergraduate majors in Chemistry, Physics, and Physical Science; maintaining confidential files, including student files, all personnel-related files, and other academic program files and annual reporting files; scheduling faculty meetings and preparing and distributing faculty meeting minutes; maintaining a calendar for the chair; assisting the department chair in preparing class schedules and monitoring faculty workload reports; monitoring and reconciling faculty resource allocations and expenditures; monitoring and reconciling state trust accounts; processing appointment and separation documents, key requests, and other personnel-related documents; and serving as a resource person for departmental committees.

Minimum Qualifications: Education & Experience: Equivalent to three years of progressively responsible administrative support experience which has provided the applicant with the knowledge and abilities listed below.

Knowledge, Abilities & Specialized Skills: Thorough knowledge of PC environments (Windows) including Excel and Word (knowledge of Macintosh environments may also be acceptable) as well as with e-mail and the use of the Internet. The ability to manage an academic office and work independently; communicate effectively and write clearly; operate standard office equipment; type proficiently; work with multiple deadlines; and independently interpret, apply, and explain a variety of complex policies and procedures. Must have the demonstrated ability to maintain confidentiality, and to exercise judgment and discretion appropriately. Must possess advanced organizational skills with demonstrated ability to manage multiple projects and effectively perform a number of complex tasks. Must have demonstrated ability to manage and monitor budget accounts, including the development of new procedures and practices as programs change, often on short notice. Must be able to analyze and evaluate information and problems, making judgments and initiating action as necessary. Must be able to work effectively with co-workers, members of the campus community, and the public.

Preferred Qualifications: Preference will be given to those candidates with the following: Experience in an educational support capacity with a wide range of responsibilities, knowledge of and experience with personnel and recruitment policies and procedures related to faculty and staff recruitment, appointment, promotion, and evaluation; experience managing complex budgets; and experience working with Banner, CMS, or similar software systems.

(Continued on reverse)

Application Procedure: Submit a letter of interest, resume, **HSU application** and contact information for three professional references to Human Resources, 1 Harpst Street, Arcata, CA 95521-8299.

Application Deadline: All application materials must be postmarked or received by 5:00 p.m., Friday, June 6, 2008.

Human Resources
Siemens Hall - Room 211
Arcata, CA 95521-8299
(707) 826-3626 Voice & TDD
24-Hour Job Line: (707) 826-4500
Fax: (707) 826-3625

www.humboldt.edu/~hsuhr/vacancies.html

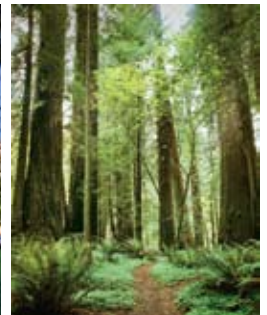
Email: hsuhr@humboldt.edu

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. In accordance with applicable Collective Bargaining Agreements, preference may be given to the campus applicants covered by these agreements. However, positions are open to all interested applicants, both on and off campus. Class Code: 1034

Publication Date: May 14, 2008

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 an Equal Opportunity/Title IX/ADA Employer. Applications from and nominations of qualified women, minority candidates, covered veterans and disabled persons are particularly encouraged. Humboldt State University hires only individuals authorized to work in the United States.



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 with an enrollment of approximately 7,500 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 130,000. The community offers an excellent range of businesses, services and cultural activities/performances. The local schools are ranked in the top performance percentiles, both nationally and in the state.