



HUMBOLDT STATE UNIVERSITY



Administrative Support Assistant II

Close: May 30, 2008

(Job #08-42) Administrative Support Assistant II \$2,088.00 - \$3,132.00/month. (Appointments are generally made at the beginning of the salary range.) This is a full-time, 10/12 (work 10 months with pay and benefits over 12 months), permanent position in the Department of Mathematics and Computing Science with an anticipated starting date of August, 2008.

General Description: Under the general supervision of the Department Coordinator, the Administrative Support Assistant II will serve as administrative support for the department office in support of 40-44 faculty members, teaching associates, and lecturers, the Department Chair, and the Administrative Support Coordinator.

Duties: Involving the use of judgment, discretion, professional interaction, and problem-solving skills, these duties include the following: general reception for the department, responding to programmatic and procedural inquiries made by students, faculty, staff, and the general public concerning areas such as Math codes, prerequisites and equivalencies for Math and Computing Science classes, hours and operation of the facilities within the department, faculty contact information, etc. Responsible for a range of office activities such as: answering phones, receiving walk-in visitors, distributing mail, maintaining inventory and ordering of office supplies and equipment, preparing materials and information for each semester's activities and related mailings, preparing projected budgets for student graders/tutors expenditures, processing monthly student time vouchers and maintaining student payroll information, scheduling meetings and special events, assist in assigning advisors, help orient new lecturers/graduate students, dispatching graduate school mailings as directed by the Graduate Coordinator, and keeping department materials and bulletin boards current.

The Administrative Support Assistant II will also be a librarian for the Grader Textbook Library in the department office and coordinate the textbook orders for the department, operate the Math department's Calculator rental program, maintain the Math and Computing Science department's websites, and perform other duties and support functions as assigned.

Minimum Qualifications: Education & Experience: Applicants must possess the equivalent of two years of progressively responsible administrative support experience in addition to the following abilities.

Knowledge, Abilities & Specialized Skills: The successful candidate must have a strong student/faculty service orientation and possess advanced organizational skills with the demonstrated ability to effectively manage multiple projects and deadlines, and be able to maintain focus despite frequent interruptions; the ability to work with a high degree of accuracy and speed is also essential. This position requires a thorough knowledge of English grammar, spelling and punctuation and the ability to clearly communicate, both orally and in writing, in addition to possessing a proficiency with Microsoft Word and Excel. The successful candidate must be comfortable working independently and be able to learn, apply and explain a variety of complex policies and procedures and must be willing to learn new software and related skills needed to perform job duties effectively. The Administrative Support Assistant II must have a demonstrated ability to communicate effectively with the campus community, maintain confidentiality, and exercise judgment and discretion appropriately.

Preferred Qualifications: Preference will be given to those candidates with the following: experience working in an academic office setting; working knowledge of HSU BANNER, CMS PeopleSoft systems, and Microsoft Office programs.

(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, May 30, 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

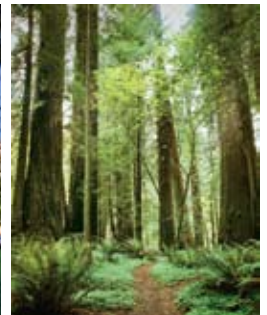
Email: hsuhr@humboldt.edu

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: 1030

Publication Date: May 16, 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.