



HUMBOLDT STATE UNIVERSITY



Administrative Analyst/Specialist I

Close: July 25, 2008

(Job #08-55) Administrative Analyst/Specialist I (Non-Exempt) \$3,245.00 - \$5,193.00/month. (Appointments are typically made at the beginning of the salary range.) This is a full-time, 12-month, permanent position in the Dean's Office, College of Natural Resources and Sciences.

Duties: Under the general direction of and with delegated authority from the Dean of the College, the AA/S: (1) supervises and coordinates the staff and oversees the general operation of the Dean's Office; (2) reviews, investigates, and responds to communications from academic and administrative offices and from off-campus agencies; (3) facilitates communications and assists the Dean and Associate Deans with liaison between the Dean's Office and department offices; (4) serves as college resource person and provides guidance in interpreting policies and following procedures; (5) maintains and supervises the updating of college-level inventories, files, administrative records, and databases; (6) oversees the general administrative operations of the college by establishing processes, recommending procedures, and participating in the development of policies; (7) compiles and analyzes information and drafts reports; (8) participates in the development of college budgeting strategies and allocations; (9) oversees the college travel budget including reviewing requests, allocating funds, and monitoring expenditures; (10) authorizes expenditures and monitors the operating budget of the Dean's Office and of the college trust accounts; (11) coordinates special projects; (12) in consultation with the Dean and the Associate Deans, set agendas, assembles supporting materials, participates in the meeting of the Council of Department Chairs; (13) performs other duties as needed and assigned to ensure a smooth-running administrative office.

Minimum Qualifications: Education & Experience: Bachelor's degree and/or equivalent training and administrative work experience involving study, analysis, and/or evaluation leading to the development or improvement of administrative policies, procedures, practices, or programs.

Knowledge, Abilities & Specialized Skills: The position requires a high level of individual responsibility because of the degree of independent performance required. The successful candidate must have the ability to work independently and achieve goals set by the Chancellor's Office, University, OAA, and college; ability to take a leadership role in coordinating a wide variety of administrative tasks as needed to directly support the Dean and Associate Deans; skill in investigating and analyzing administrative-related problems; ability to identify and resolve administrative problem areas, collect data, do preliminary analyses and make appropriate recommendations; skill in planning, organizing, coordinating and performing work in situations where diverse demands are involved; skill in the research and development of procedural recommendations while establishing and maintaining effective working relationships in a large and complex college with diverse needs; ability to effectively communicate, both in oral and written form with a variety of people campus wide; ability to listen and interpret various approaches to administrative issues; ability to interpret and use a variety of documents from various sources related to the policies and procedures of the University, OAA, and the college. The successful candidate must have a thorough knowledge of office methods, procedures, and practices and must have demonstrated ability in the following areas: (1) to respond independently and accurately to a variety of inquiries from faculty, staff, students, administrators, and the general public; (2) to learn, interpret, and apply a wide variety of policies and procedures relating to and impacting not only the college, but the University as well; (3) to speak and write effectively and to draft preliminary and final forms of memoranda and other reports; (4) to use correct English grammar; (5) to supervise others; (6) to process sensitive and confidential information in a responsible manner; (7) to establish and maintain

cooperative working relations with co-workers and other campus personnel; and (8) to make independent decisions and exercise sound judgment. Must be proficient in the use of word processing, spreadsheets, and e-mail software.

Preferred Qualifications: Experience in an academic department or senior administrative office at Humboldt State University is preferred. Working knowledge of Banner, CMS, Word, Excel, and Eudora in a Windows environment; willingness and ability to learn new software; recent experience working with students and faculty on a daily basis; familiarity with CNRS programs and facilities; and the ability to design effective documents.

Application Procedure: Applicants must submit a letter of interest that summarizes his/her interest in the position, employment history, and work skills, **HSU application**, and current resume that includes the names of three references who are familiar with your work. Send to: Human Resources, 1 Harpst Street, Arcata, CA 95521-8299.

Application Deadline: All application materials must be received or postmarked by 5:00 p.m., Friday, July 25, 2008.

Human Resources
Siemens Hall - Room 211
Arcata, CA 95521-8299
(707) 826-3626 Voice & TDD
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: 1038

Publication Date: July 3, 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.