



Administrative Support Coordinator I

Close: February 14, 2012

(Job #12-06) Administrative Support Coordinator I (ASC I) \$2,340—\$3,510/month. Appointments are typically made at the beginning of the salary range. This is a full-time, benefited, 10/12-month (work 10 months with pay and benefits over 12 months), on-going, temporary position in the Department of Psychology. The intent is to renew this position each year based on performance, departmental need and available funding.

Position Summary: Under the general supervision of the Administrative Support Coordinator II(ASC II), the Administrative Support Coordinator I (ASC I) provides administrative support for three graduate programs, the ASC II, and the department chair.

Duties: The ASC I provides various levels of general office, clerical and administrative support to the Department of Psychology, which includes an Administrative Support Coordinator II, 3 graduate programs with approximately 80 graduate students, department chair, 3 graduate program coordinators and 13 MA faculty members as well as clerical support for the undergraduate program of approximately 440 psychology students and 8 additional faculty members. Responsibility for the coordination of 3 graduate programs falls primarily on the person in this position. Serves as main point of contact for inquiries and for the application process which includes answering questions and/or directing questions to the appropriate individuals, providing application forms and information to potential applicants, communicating with applicants, receiving applications and supporting materials, logging applications, monitoring completion of files, and coordinating with the Graduate Studies office. Materials are made available to the department graduate coordinator and graduate screening committee. Schedule and coordinate the interview process for graduate program applicants. Responsible for tracking student progress from time of admission to graduation. The candidate will also serve as the Community Clinic Coordinator.

Minimum Qualifications: Education & Experience: Equivalent to four years of progressively responsible general clerical experience (including two years in an administrative support capacity with a wide variety of duties and responsibilities). Knowledge and abilities of office management policies, methods, procedures that have provided the incumbent with the skills listed below.

Knowledge, Abilities & Specialized Skills: Thorough knowledge of office methods, procedures and practices and demonstrated ability to: respond independently and accurately to a variety of inquiries from faculty, staff, students, administrators, and the general public; interpret and apply established rules and regulations; communicate effectively, in both oral and written forms, with a variety of people from campus and the general public; use correct English grammar, spelling and punctuation and to prepare memoranda and reports; train and supervise staff; process sensitive and confidential information in a responsible manner; establish and maintain cooperative working relations with co-workers and all campus personnel; demonstrate patience and thoughtful consideration in both positive and contentious situations; provide/apply working knowledge of personnel regulations and hiring procedures; maintain familiarity with department and graduate handbooks, campus and college budgeting accounting policies and procedures; use computer software including CMS PeopleSoft, Banner, Microsoft Word, and Microsoft Excel in a Windows environment, Gmail/calendar and Internet; thorough, detailed knowledge of applicable university infrastructure, policies, and procedures; strong interpersonal skills; collect and analyze data, ability to address common and unique problems using reasoning and judgment and to develop practical, thorough, and creative solutions; effectively handle a broader range of interpersonal contacts, including those at a higher level and those sensitive in nature; self-motivated, detail oriented and reliable; and effectively coordinate many different clerical tasks, determine relative importance of each, set respective deadlines, and adjust priorities to changing needs in the office, and complete projects accordingly.

Preferred Qualifications: Preference will be given to those candidates with the following: experience in an educational setting with diverse student population, preferably with graduate students; working knowledge of CMS Peoplesoft, MS Office Suite.

(Continued on reverse)

Application Procedure: Applicants must submit a letter of interest, an HSU employment application, resume and contact information for at least three professional references to Human Resources, 1 Harpst Street, Arcata, CA 95521-8299.

Application Deadline: All application materials must be received by 5:00 P.M., Tuesday, February 14, 2012.

Human Resources

Siemens Hall - Room 211

Arcata, CA 95521-8299

(707) 826-3626

Fax: (707) 826-3625

www.humboldt.edu/jobs

Email: careers@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: 1033

Evidence of required degree(s), certification(s), or license(s) will be required prior to the appointment date. The successful candidate for a position at HSU is required to be fingerprinted through the Humboldt State University Police Department or their local law enforcement agency. The results of the fingerprint process must be received by the university prior to the candidate's appointment. The cost of the fingerprinting is borne by the university.

Publication Date: January 31, 2012

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.