



Administrative Support Assistant II

Close: February 15, 2012

(Job #12-10) Administrative Support Assistant II (ASA II) \$2,088—\$3,132/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 Communication and Journalism & Mass Communication, Department of Communication and the College of Arts Humanities and Social Sciences. The intent is to renew this position each year based on performance, departmental need and available funding.

Position Summary: The Administrative Support Assistant II is responsible for various administrative support functions, general office and reception duties for the Departments of Communication and Journalism & Mass Communication under supervision of the Administrative Support Coordinator II (ASC II). This position is also responsible for various administrative support duties for the College of Arts, Humanities & Social Sciences, under general supervision of the college ASC II.

Duties: In the Departments of Communication and Journalism and Mass Communication, serve as receptionist and administrative assistant to faculty, students, alumni, prospective students, visitors and community members. The ASA II will answer telephone and email queries; distribute daily mail; perform advisor changes for majors; assist students with completion and routing of Major/Advisor Change forms; assist with retrieving and/or compiling documentation on course work and transcripts in preparation for advising; maintain/update departmental handouts and class requirement listings, form inventory, alumni fundraising data, information on available scholarships, internships, and jobs and any other information pertinent to students; send bulk email notifications to students as needed; assist faculty with census records for departments; administer and process student/faculty evaluations; report on office space allocation; supply information on department procedures; oversee ballot distributions and voting packages; attend department meetings and record minutes as requested by Department Chairs and attend other meetings outside of the department as needed; prepare monthly payroll for Student Assistant/Federal Work Study student(s) and reimbursement requests; assist with scheduling of rooms; maintain personnel and student files; assist faculty with Separating Employee Clearance forms; process and distribute registration material to faculty.

In the College of Arts Humanities and Social Sciences, the majority of duties will involve website maintenance to include: update and manage content for all the departments in the college; edit documents to be ATI compliant; and act as a liaison with appropriate IT staff, departmental staff, the college Administrative Support Coordinator II and the Associate Dean. In addition, the incumbent will promote understanding of various procedures and types of appropriate software for working with web sites; compile data in support of departmental and college initiatives; and assist Associate Dean with production of bi-monthly college newsletter.

Minimum Qualifications: Education & Experience: Equivalent to two years of progressively responsible office experience with a variety of duties and responsibilities, which has provided the employee with the knowledge and abilities below.

Knowledge, Abilities & Specialized Skills: Excellent oral and written communication skills, thorough knowledge of English grammar, spelling, and punctuation, and excellent interpersonal skills necessary for communication via phone, email and in person; demonstrated attention to detail; ability to manage time and prioritize various assignments; use independent judgment in decision making, and to accomplish tasks efficiently with minimum supervision; ability to identify and maintain confidentiality; perform duties with tact and diplomacy; ability to recognize and accommodate changing priorities and to complete routine tasks despite intermittent interruptions; ability to establish and maintain effective working relationships with faculty, staff, students, and the general public; knowledge of PC computer software and operating systems, email and calendaring; familiarity with PeopleSoft, MS Office suite; demonstrated ability to perform website maintenance and manage online content; take initiative in development of web-based projects; and ability to update and organize content using a pre-supplied template for newsletters.

(Continued on reverse)

Preferred Qualifications: Preference will be given to those candidates with some knowledge and understanding of the Departments of Communication and Journalism & Mass Communication policies, procedures and practices; knowledge of processing payroll timesheet forms; familiarity with web publishing tools; and image management experience.

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., Wednesday, February 15, 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: 1030

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: February 1, 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.