



# HUMBOLDT STATE UNIVERSITY



## Administrative Support Coordinator I

Close: May 16, 2008

(Job #08-34) **Administrative Support Coordinator I** \$2,808.00 - \$4,212.00/month. (Appointments are typically made at the beginning of the salary range.) This is a full-time, 12-month, permanent position in the Office of the Registrar.

**Description:** This position will provide support to the University Registrar and the AVP for Enrollment Management. The position will be responsible for fiscal and budget management for the Registrar's Office/AIR Center, coordinating special projects, and assisting the Registrar with coordinating the functions of the Office of the Registrar and the AIR Center. This position will report to the Registrar and most of the work will be related to Office of the Registrar/AIR Center.

### Duties:

- Review all Office of the Registrar accounts and compile reports with respect to the current and project budget for the Office of the Registrar;
- Prepare budget proposals;
- Advise on policies and procedures related to personnel, budgets, and related operational functions;
- Regularly meet with prospective students and families to provide counseling on admission to the university and to discuss eligibility with denied students;
- Maintain and track expenditures;
- Update, prepare and track all personnel related paperwork;
- Provide support for the Registrar's committee assignments and responsibilities;
- Assist in daily operations of the Registrar's Office/AIR Center, including considerable contact with campus and external constituents;
- Training support for the Registrar's Office/AIR Center;
- Assists the Registrar with the coordination of university changes, such as Chancellor's Office and/or campus directives/policies that involve the Registrar's Office or Enrollment Management; this can include the compilation of reports, development of procedures, communication with the campus, and assistance with the preparation of presentations;
- Provide administrative support for the Registrar and AVP for Enrollment Management that includes a variety of responsibilities ranging from maintaining office timelines to screening inquiries and arranging travel.

**Minimum Qualifications:** Education & Experience: Equivalent to three years of progressively responsible administrative support experience working in an office setting required. This position requires a fully functional knowledge of and skill in standard office practices and procedures; mastery of correct English, grammar, spelling, and punctuation required.

**Knowledge, Abilities & Specialized Skills:** Must have the ability to analyze complex rules and the ability to analyze both information and problems for logical and intelligent solutions. The successful candidate will have the ability to develop detailed and comprehensive knowledge of the university infrastructure, policies and procedures; knowledge of basic budget with accounting skills is essential. In addition, the Administrative Support Coordinator will possess the ability to use a broad range of software and the ability to learn new processes quickly; and, the ability to make good observations and decisions. This position demands the ability to work independently, meet the demands of multiple high priorities and handle a fast paced,

high pressure environment. This position will be expected to have excellent interpersonal skills, the ability to handle sensitive and confidential materials, and negotiation skills. A successful candidate will have the demonstrated ability to work cooperatively and effectively in a high speed educational environment that is characterized by multiple deadlines and frequent interruptions. Successful candidates should also have the following:

- Demonstrated ability to perform complex tasks and make decisions independently;
- Superior organizational skills;
- Must be able to balance providing good service with following university, state and federal rules with respect to confidential information;
- Must be able to keep track of a large amount of detailed information.

**Application Procedure:** Applicants should submit a letter of interest, an **HSU application**, resume 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 16, 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](http://www.humboldt.edu/~hsuhr/vacancies.html)

**Email: [hsuhr@humboldt.edu](mailto: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: 1035**

**Publication Date: May 2, 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](http://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.