



# HUMBOLDT STATE UNIVERSITY



## CMS Administrative Support Assistant

Close: May 16, 2008

(Job #08-38) **Administrative Support Assistant II** \$2,505.00 - \$3,758.00/month. (Appointments are typically made at the beginning of the salary range.) This is a full-time, 12 month, temporary position in the Department of Common Management Systems.

**Duties:** Under the supervision of the Project Director, work activities include reconciling all budget activity using the PeopleSoft online program and/or Hyperion Data Warehouse, creating and maintaining spreadsheets for all expenditures, researching, analyzing, and evaluating CMS needs and spending trends to project expenses for supplies, services, travel, and equipment for current and future years, collecting agenda items and supporting documents for numerous meetings and sending them to committee members, taking and transcribing minutes, scheduling and reserving rooms for all meetings, supervising student assistant(s), acting as key advisor for all telephone and network requirements in the department, making travel arrangements, and preparing travel requests and travel expense claims. Additionally, the CMS Administrative Support Assistant is required to coordinate the office workflow making changes in work assignment, if necessary, to accommodate office needs.

**Minimum Qualifications:** Education & Experience: Equivalent to three years experience working as an Administrative Assistant. Some knowledge of the HSU/CSU budget system, rules and regulations relating to Procurement, Payroll, Human Resources is preferred but not required.

**Knowledge, Abilities & Specialized Skills:** Applicants must possess demonstrated experience working in a multi-task environment, a high degree of organizational skill, excellent attention to detail, ability to perform standard arithmetic functions of a transactional nature, a sound foundation in English grammar, spelling, and punctuation, a thorough knowledge of office methods, procedures, and practices, and the ability to work independently. Must also have the ability to learn new computer applications and apply them productively to accomplish administrative support tasks, take and transcribe meeting minutes, recognize and accommodate changing priorities, and complete routine tasks with frequent interruptions. Additionally, the successful applicant must possess a positive outlook and attitude along with the ability to establish and maintain effective working relationships with a diverse group of faculty, staff and students.

**Application Procedure:** Applicants must submit a letter of interest, **HSU application**, resume detailing work history and related experience, and the names, addresses and daytime telephone numbers of three professional references 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, 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

*(Continued on reverse)*

[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: 1032**

**Publication Date: May 1, 2008**

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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.