



HUMBOLDT STATE UNIVERSITY



Administrative Support Assistant II

Close: May 23, 2008

(Job #08-39) 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, permanent position in the Office of the Provost and Vice President for Academic Affairs.

Description: Under the general supervision of the Assistant to the Provost and Vice President for Academic Affairs, the incumbent is responsible for the day-to-day clerical operation of the Academic Affairs main office, and provides clerical support to the Provost and Vice President, the Assistant to the Provost and Vice President, and other Academic Affairs administrators and offices as needed.

Duties: This position serves as the first contact for the Provost's Office, as well as the Office of Academic Affairs. The incumbent responds to inquiries relating to a broad range of Academic Affairs' services and functions; screens telephone calls for immediate action and/or appropriate referral; receives campus and community visitors and directs them to the appropriate offices; and processes, logs, and tracks mail and fax communications. Organizes and maintains a large, complex general subject and correspondence filing; develops and carries out scheduled purging and archiving processes; develops and updates a system of file cross-referencing. Prepares and processes student payroll documents, staff appointment and separation documents, and absence reports, serves as the office attendance clerk; makes travel arrangements, prepares and processes travel authorization and expense forms; maintains and reconciles HSU Sponsored Programs Foundation trust account; orders supplies; processes purchase requests/orders; processes and follows through on work orders for campus services. Serves as support for search committees and Faculty Development Coordinator, as needed. Produces agendas and takes meeting minutes for other committees for the Assistant to the Provost as required. Assists with organizing meetings and special events; with researching policy, procedure and background information; with compiling data and gathering information for special reports; and with other projects as assigned. Generates final form memoranda, correspondence and e-mail communications. Maintains currency of committee lists, Academic Affairs' list serve, the Academic Affairs' Administrative Calendar, HSU Faculty Handbook, and the Provost's web page.

Minimum Qualifications: Education & Experience: Equivalent to three years of progressively responsible administrative support work that has provided the applicant with the knowledge and the abilities listed in this announcement. Candidate must have demonstrated proficiency in PC word processing (Word preferred), Excel, Windows, MeetingMaker and e-mail communication.

Knowledge, Abilities & Specialized Skills: Thorough knowledge of correct English grammar, spelling and punctuation; thorough knowledge of office procedures and practices. Must possess the ability and skill to:

- Work in a highly visible environment, managing multiple tasks and multi-line telephone system, while maintaining a positive and professional manner;
- Establish and maintain cooperative and collaborative working relationships in a team-oriented work environment;
- Communicate effectively, both orally and in writing, with students, staff, faculty, administrators and the public;
- Coordinate many different clerical tasks, determine relative importance of each, set respective deadlines, adjust priorities to changing needs in the office, and complete projects accordingly;

- Identify and keep sensitive information confidential;
- Exercise appropriate judgment, discretion, and initiative in performing complex clerical tasks;
- Learn, independently interpret, and apply a variety of complex policies and procedures.

Preferred Qualifications: Experience with Dreamweaver website design system, Adobe Professional, and knowledge of campus operating policies and procedures.

Application Procedure: Submit a letter of interest, resume, names and contact information of three professional references and **HSU application** 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 23, 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

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: 1032**

Publication Date: May 7, 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.