



# HUMBOLDT STATE UNIVERSITY



## Academic Personnel Services Assistant

Review: November 16, 2009

**(Job #09-69) Academic Personnel Services Assistant (Confidential Office Support II) \$2,087.00 - \$4,505.00/month.** This is a full-time, 11/12 (work 11 months with pay and benefits over 12 months), permanent position in Academic Personnel Services (APS) with an excellent benefits package that includes enhanced life insurance and vacation accrual. Anticipated start date is January 2010.

**Duties:** Under general supervision of the Associate Vice President for Faculty Affairs, the APS Assistant provides a broad range of functions including, but not limited to the following:

### *Unit #11 Collective Bargaining Agreement Support*

- Serve as a resource to the campus on the recruitment, appointment, evaluation and separation processes for Unit #11 employees. Screen documents for compliance with personnel policies and process appointments in timely manner. Respond to questions and recommend procedures for the implementation of the Unit #11 CBA. Maintain Unit #11 web page with information on job vacancies and personnel procedures. Provide support for Unit #11 HEERA (Higher Education Employer-Employee Relations Act) activities such as gathering and compiling data for collective bargaining and information requests for the union and the Chancellor's Office.

### *Faculty recruitment coordination*

- Track faculty recruitments from initial authorization for recruitment through returned letter of offer; serve as a resource to department and college personnel regarding the recruitment process; ensure all steps of the process are properly recorded, approved and documented; collect and screen course listings and minimum qualifications for part-time pool advertising; coordinate advertising and web posting of faculty vacancies.

### *Faculty data entry and technical reporting*

- Serve as a resource to department and college personnel regarding use of the Temporary Faculty module in CMS PeopleSoft and assist with review of Temporary Faculty Contracts. Enter faculty data in CMS PeopleSoft, including appointments, separations, assigned time, leaves, promotions, retirements and resignations; research and resolve data discrepancies; maintain spreadsheets for various faculty status transactions to use for reconciling data from CMS and the State Controller's Office databases. Provide support for Unit #3 HEERA activities.

### *Main contact for the office of Academic Personnel Services*

- Provide administrative support for the AVP for Faculty Affairs including scheduling meetings and maintaining calendars. Respond to phone and e-mail inquiries regarding implementation of policies and procedures. Update and maintain the APS website, as needed. Research information; refer requests for information or policy interpretations as appropriate; provide follow-up information as required.

**Minimum Qualifications:** Education & Experience: Equivalent to five years of progressively responsible general administrative support experience with a wide variety of duties and responsibilities which has provided the applicant with the knowledge and abilities listed below. Two years of full-time college education can be substituted for two years of experience.

**Knowledge, Abilities & Specialized Skills:** Excellent interpersonal skills including the ability to work cooperatively and effectively with staff, faculty, students and the general public in person and over the telephone, thorough knowledge of correct English, grammar, spelling and punctuation and the ability to communicate effectively both orally and in writing; intermediate to advanced Microsoft Office Word and Excel skills; ability to perform detail work with a high degree of speed and accuracy; ability to effectively organize, prioritize and complete tasks independently in a fast-paced environment with frequent interruptions and conflicting deadlines; demonstrated ability to maintain a positive demeanor and attitude during busy and stressful periods; demonstrated ability to establish and maintain effective working relationships in a team-oriented environment; demonstrated ability to maintain a high degree of confidentiality and exercise discretion and appropriate judgment in handling sensitive

material; accepting of direction from multiple sources; and ability to understand, interpret and apply policies and regulations as needed.

**Preferred Qualifications:** Knowledge of calendar scheduling (e.g. Outlook), web page applications (e.g. Dreamweaver), database software (e.g. Access), other software such as InDesign, Acrobat Pro, LiveCycle Designer, knowledge of and experience using the Hyperion Data Warehouse and PeopleSoft Human Capital Management systems.

**Application Procedure:** Submit a cover letter outlining qualifications, an **HSU application**, resume and contact information for a least three professional references to Human Resources, 1 Harpst Street, Arcata, CA 95521-8299.

**Application Deadline:** For full consideration, application materials must be postmarked or received by 5:00 p.m., Monday, November 16, 2009.

Human Resources  
Siemens Hall - Room 211  
Arcata, CA 95521-8299  
(707) 826-3626 Voice & TDD  
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: 1171**

*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: November 2, 2009**

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.