# CSUB JOB ANNOUNCEMENT

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>OFFICE MANAGER (Administrative Support Coordinator I)</th>
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<tbody>
<tr>
<td>Recruitment #:</td>
<td>#1997</td>
</tr>
<tr>
<td>Full/Part-Time:</td>
<td>Full-Time</td>
</tr>
<tr>
<td>Employment Type:</td>
<td>Permanent</td>
</tr>
<tr>
<td>Bargaining Unit:</td>
<td>R07</td>
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<tr>
<td>Salary:</td>
<td>$2,846 - $4,484 per month Non-Exempt</td>
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<tr>
<td>Department:</td>
<td>Student Recreation Center</td>
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<tr>
<td>Available:</td>
<td>Immediately</td>
</tr>
<tr>
<td>Special Conditions:</td>
<td>Background/ Fingerprint</td>
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<tr>
<td>Sensitive Position:</td>
<td>Yes</td>
</tr>
<tr>
<td>Posted:</td>
<td>March 4, 2016</td>
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<tr>
<td>Closing Date:</td>
<td>March 18, 2016</td>
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**THIS RECRUITMENT IS AVAILABLE TO CURRENT ON-CAMPUS EMPLOYEES ONLY.**

**APPLICATION PACKET REQUIREMENTS**

This position requires (including those on campus) submission of:

- A standard CSU, Bakersfield job application (download at: [http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html](http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html))
- Names of three professional references
- Copy of degree/transcripts/typing certificate, if required
- Brief description of how you are qualified for this position by virtue of your interest, aptitude, education and experience required.

**DUTIES:** Under the general supervision of the Student Recreation Center Director the incumbent will perform a wide variety of complex and responsible administrative and clerical functions in support of the SRC staff, facilities, programs, and services. Duties and responsibilities include, but are not limited to, the following:

**Fiscal** - Assist with the preparation of the SRC budget; monitor cash handling procedures, including daily deposits; prepare purchase requisitions and monitor SRC accounts payable and accounts receivable; compile weekly, monthly, quarterly, and annual financial reports and monitor, project and reconcile accounts; and monitor budget schedule.

**Clerical** - Maintain all SRC-related files in a logical, organized manner; prepare concise and complete reports and memos as directed, review all outgoing documents for format, spelling, grammar, and clarity; create and maintain forms and procedures; schedule, notify members, prepare and distribute agenda, take and distribute minutes for all weekly, monthly, and quarterly SRC meetings, maintain director’s appointment calendar; coordinate travel arrangements for staff and process travel requests and claims.
Office - Serve as the SRC Office's primary point of contact; provide support to full-time staff, student managers, and all student staff members; assist in answering phone calls ensuring accurate information is communicated and appropriate referrals are made using a positive customer service approach; maintain office reception area as an inviting and welcoming space; maintain office supply inventory; coordinate office equipment usage, maintenance, and repair.

Personnel - Process all SRC personnel forms and paperwork; oversee payroll process, especially for student employees; maintain and update all personnel files.

Membership - Assist the Marketing & Membership Coordinator in all aspects of membership registration, including verifying user eligibility, photo I.D. card production, point-of-sale, payroll deduction, expiration notification, and access control; member database; serve as secondary contact person for membership software-related issues and other technology issues.

Miscellaneous - Remain informed and current on all matters under the jurisdiction of the director including all campus and CSU Auxiliary policies and procedures; work closely with university units and Chancellor’s Office to achieve timely and successful outcomes; maintain confidentiality at all times; complete special projects and perform other duties as assigned; work some evenings and weekends as required. Maintain cooperative and successful relationships with students, faculty, and staff; support the SRC facilities, programs, and services at all times and present a positive public image.

REQUIRED QUALIFICATIONS:
- Requires equivalent to four years of recent (within 3 years), demonstrated progressively responsible office clerical experience and ability to type at a corrected rate of 45 net words per minute (attach copy of recent typing certificate to employment application). Graduation from a four-year college or university is preferred and may be substituted for two years of experience.
- The incumbent must possess general bookkeeping experience, including maintaining and reconciling accounts/budgets according to prescribed procedures.
- Must be computer literate, possess competency and experience with programs such as Microsoft Word, PowerPoint, Outlook, Publisher, and Excel, and have proficiency in use of office machines and knowledge of office procedures.
- Incumbent must have the demonstrated ability and experience to perform the required duties which include experience to be fully functional in all technical aspects of work assignments.
- Incumbent must have the following: working knowledge of policies and procedures regarding budget, cash handling, personnel document management, and membership management; experience to effectively handle a broad range of interpersonal contacts, including those at a high level and those sensitive in nature; excellent problem solving, customer service, diplomatic, communication, interpersonal, and organizational skills; ability to quickly obtain a thorough, detailed knowledge of applicable university and campus auxiliary infrastructure, policies, and procedures; demonstrated ability to independently handle multiple work unit priorities and projects, determine the relative importance of each, set respective deadlines, and complete all projects accordingly; experience drafting and composing professional correspondence and detailed reports; thorough knowledge of English grammar, punctuation, and spelling; and attention to detail.
- The incumbent must have the ability to: prepare budget projections; perform standard business math, such as calculate ratios and percentages, track financial data, and make simple projections; explain clearly a variety of both routine and complex information, procedures and policies to faculty, staff, students, and others; work accurately amid distractions and interruptions; work daily in a collaborative environment that is student-centered, student-focused, and student-driven; be flexible while carrying out day-to-day general assignments; work with and maintain integrity of confidential materials; work collaboratively with other university units in gathering and sharing information on campus-wide issues; keep precise and detailed records; research and gather data for projects and reports; suggest solutions to procedural problems; plan and organize; work independently in general or with minimal supervision; read and write at a level appropriate to the duties of this position; adjust to change (i.e., work environment, technology); function cooperatively and productively as a member of a team; establish and maintain cooperative working relationships with a diverse population of faculty, staff, students, and others; maintain the highest standards of professionalism, excellence, and ethics; and demonstrated ability to perform the duties listed herein.

PREFERRED QUALIFICATIONS: Graduation from a four-year college or university and experience using PeopleSoft software is preferred.
SCREENING: Only those applicants possessing experience most directly related to the immediate needs of the office will be invited to appear before a Qualifications Appraisal Board for the purpose of appraising training, experience and interest in the position.

CALIFORNIA STATE UNIVERSITY EMPLOYEES UNION: It shall be the policy of the CSU in filling vacant CSUEU bargaining Units 2, 5, 7 & 9 positions to fill such vacancies from among qualified individuals currently employed on-campus except when it is determined that it is necessary to appoint outside applicants to meet campus workforce diversity goals or to provide specialized skills and abilities that are not available from current employees.

BACKGROUND CHECK: A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

SENSITIVE POSITION: Sensitive positions are designated by the CSU as requiring heightened scrutiny of individuals holding the position, based on potential for harm to children, concerns for the safety and security of the people, animals, or property, or heightened risk of financial loss to the CSU or individuals in the university community.

MANDATED REPORTER: The person holding this position is considered a “mandated reporter” under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

GENERAL INFORMATION: It is the policy of California State University; Bakersfield to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees will be required to present documentation verifying their right to accept employment. You will also be requested to present a social security card at the time of initial appointment in compliance with state payroll regulations. State regulations require that every state employee sign the Oath of Allegiance prior to commencing the duties of his/her State employment, except legally employed non-citizens. These individuals are required to sign the Declaration of Permission to Work.

APPLICATION PROCEDURE: Official California State University, Bakersfield application forms must be completed in full and received in the Human Resources Office by 5:00 p.m. on/or postmarked by the specified closing date, unless otherwise indicated. Resumes are welcomed but will not be accepted in place of the official application. E-mailed or faxed applications or resumes will also not be accepted.

Applications are available outside the Office of Human Resources and may be downloaded from the Human Resources website. Candidates who reside outside the city of Bakersfield may contact the Office of Human Resources and request that an application be mailed to their residence. It takes a minimum of 4-6 weeks from the closing date for a position to be filled.

To check the status of your application, go to the Human Resources’ Job Opening/Status Inquiry page at http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html and click on the “Job Status” icon link. Applicants will not receive individual notifications. Upon submission, all application materials become the exclusive property of California State University, Bakersfield and will not be copied or returned.

California State University, Bakersfield is committed to Equal Employment Opportunity. Applicants will be considered without regard to gender, race, age, color, religion, national origin, sexual orientation, genetic information, marital status, disability or covered veteran status.