CSUB JOB ANNOUNCEMENT

Position Title: ADMINISTRATIVE SUPPORT COORDINATOR I
Recruitment #: #2014
Full/Part-Time: Full-Time
Employment Type: Permanent
Bargaining Unit: R07
Salary: $2,846 - $4,484 per month Non-Exempt
Department: English
Available: June 1, 2016
Special Conditions: Background/ Fingerprint
Sensitive Position: Yes
Posted: May 6, 2016
Closing Date: May 20, 2016

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)
• 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.

The purpose of this position is to provide academic program support and assist with the policies and procedures of the university to help serve students, faculty, staff, and administrators as the first point of contact for the department of English. Using a thorough knowledge of university policies & procedures, and under minimal supervision, incumbent performs administrative, clerical, technical and logistic support to the department.

DUTIES:
Support Faculty: Copy, assemble course materials and exams, and order desk copies; Monitor, and maintain student files, concentration outlines for majors and minors for faculty advisors and Department Chair; Provide technical and logistical support for faculty including PeopleSoft assistance; Assist faculty in preparing and processing forms for grade changes, incompletes and withdrawals; needed; Generate and maintain files for program majors, run reports for faculty to determine awards;

Create and maintain schedule in PeopleSoft: Assist in preparation of yearly schedule of courses: Input, monitor, and maintain the schedule of courses for the English Department; Create, track and monitor CRNs for all individual study students; Extract enrollment numbers, class rosters, class schedules, class grade sheets, and other statistical data

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from PeopleSoft is required to submit reports to the department chair; Create, maintain, review, and complete forms, correspondence, procedures, and reports

**Office Management:** Execute general office functions such as screen and distribute mail, screen and direct phone calls; Maintain confidential office files and process departmental personnel transactions; Maintain supply inventories and procure materials as needed; Generate and maintain files for program majors, run reports for faculty to determine awards; Create, maintain, review, and complete forms, correspondence, procedures, and reports; Insure a safe work environment by supporting ad complying with university safety protocols; Renew memberships and other miscellaneous expenses, prepare requisition forms, direct pay, key requests, and reprographics forms.

**Department budget and meetings:** Assist with planning and management of department budgets; Extract budget queries using CMS and prepare shadow budget reports; Prepare reports for Department Chair and School budget analyst; Schedule meetings and make event arrangements; take, transcribe, and distribute minutes

**Other job-related duties:** Assist the Advisor for Sigma Tau Delta with coordinating accommodations for the annual awards and induction ceremony; Coordinate accommodations for guest speakers for CWS and LLL including hotel rooms, lecture rooms, dinner reservations, and all required paperwork Perform other job-related duties and special projects as assigned; Attend training and maintain skill currency as appropriate to safely and effectively complete assignments.

**REQUIRED QUALIFICATIONS:**

- Requires four years of recent (within 3 years) progressively responsible administrative support experience.
- High school graduate, or completion of technical/vocation program;
- Works under general supervision while setting priorities and completing all work in a timely manner;
- Demonstrates excellence in problem solving, customer service, communications, and organization skills;
- Ensures accurate information is communicated and appropriate referrals are made;
- Coordinates a variety of functions and applies independent judgment, discretion and initiative in performing a variety of complex tasks;
- Independently researches, analyzes and makes recommendations to the Department Chair and faculty;
- Functions cooperatively and productively as a member of a team.
- Independently handle multiple work unit priorities and projects;
- Independently learn, interpret, and apply a variety of complex policies and procedures consistently
- Apply judgment, discretion, and initiative in performance of interesting and challenging clerical work;
- Determine the relative importance of each priority and/or project, set deadlines, and complete all projects accordingly;
- Perform standard business math, track financial data, make financial projections;
- Adhere to applicable university infrastructure, policies, and procedures;
- Analyze operation and procedural issues and develop and recommend solutions; and
- Be precise and detailed
- Proficiency in bookkeeping practices; maintain and reconcile accounts and budgets in accordance with prescribed procedures;
- Demonstrated customer service experience requiring a very high level of diplomacy and professionalism.
- Ability to use tact and diplomacy to effectively handle a broad range of high level and sensitive interpersonal situations with diverse personalities, and to respond appropriately to conflicts and problems.
- Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in the University with the ability to establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds.
- Excellent communication skills; ability to effectively communicate information in a clear and understandable manner, both verbally and in writing.
• Thorough knowledge of English grammar, spelling and punctuation.
• Ability to interpret, communicate and apply policies and procedures.
• Demonstrated ability to maintain a high degree of confidentiality.
• Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.
• Excellent computer skills and competence with a variety of computer applications including word-processing, spreadsheets, databases, on-line systems, Internet as well as online calendaring and email.
• Working knowledge of or ability to quickly learn University infrastructure, policies and procedures.

PREFERRED QUALIFICATIONS: Experience in software applications used on campus, such as 25Live, MeetingMaker, PeopleSoft, Microsoft Word, Excel, FirstClass, and CFS. Demonstrated skills in an institutional/educational environment utilizing a customer-oriented and service-centered attitude.

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.

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