CSUB JOB ANNOUNCEMENT

Position Title: CONFIDENTIAL OFFICE SUPPORT II
Recruitment #: #1956
Full/Part-Time: Full-Time
Employment Type: Permanent
Bargaining Unit: C99
Salary: $2,277 - $5,163 per month  Non-Exempt
Department: Office of the Provost & Vice President for Academic Affairs
Available: Immediately
Special Conditions: Background/ Fingerprint
Sensitive Position: Yes
Posted: November 13, 2015
Closing Date: For priority consideration, application materials must be received by December 1, 2015, however, the position will remain open until filled.

Positions are open to all interested applicants, both on and off campus, unless this is an on-campus only recruitment.

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.

Under the general direction of the Vice Provost of Faculty Affairs the incumbent will perform a wide variety of complex clerical and administrative work functions for the Office of the Provost and VPAA, including assisting administrators, faculty, staff, and students within the University. The successful candidate must be able to apply judgment, discretion and initiative while performing these tasks, and be able to manage time effectively, set priorities, meet specific deadlines and work independently. The incumbent shall gain a thorough knowledge and understanding of academic and organizational policies and procedures related to Faculty Affairs and the University. Excellent oral and written communication skills are required, as are good organizational and interpersonal skills.

DUTIES:

Faculty and Student Appointment Letter Processing
- Enter Faculty Hire information in Access Database

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.
• Prepare appointment letter for Provost approval and signature
• Type mailing labels, and make copies of letter for Faculty member, Human Resources, Payroll, Dean, Department Chair, and File
• File appointment letter

Serve as Administrative Assistant to the Vice Provost

• Make appointments and manage calendar
• Make travel arrangements
• Plan and make meetings and workshop arrangements
• Draft and type correspondence
• Prepare and process forms

Staff Support for Department Chairs Leadership Council (DCLC)

• Prepare DCLC agenda
• Send meeting reminders
• Coordinate special meetings and workshops
• Type and disseminate meeting notes

Staff Support for Faculty Honors and Awards committee

• Plan and make meeting arrangements
• Prepare and process applications
• Organize and compile awards results
• Provide Provost with awards results
• Compile a list of awardees

REQUIRED QUALIFICATIONS: Four years of progressively responsible experience involving monitoring and administrative work, handling sensitive information.

• Knowledge and competence in Microsoft Word, Excel, and PowerPoint.
• Exceptional organizational and time management skills; ability to set own priorities and coordinate multiple assignments with fluctuating and time-sensitive deadlines.
• Ability to apply independent judgment, discretion, and initiative in performing job duties under general supervision.
• Demonstrated ability to maintain a high degree of confidentiality.
• Possess mature judgment and tact in dealing with people.
• Must be able to clearly explain a wide variety of complex procedures and policies and to interact well with students, faculty, staff, administrators, and the public.
• Work cooperatively with others and represent the Academic Affairs Office in a professional manner.
• Must be flexible and possess the ability to effectively and independently handle a continuous heavy workload and multiple projects simultaneously.
• 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:

- Associate of Arts Degree, Bachelor’s Degree
- 5 years of progressively responsible experience in Administrative work.
- 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.

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.

DESIGNATED POSITION: If the duties of this position include participation in decisions that may have a material financial benefit to the incumbent, the selected candidate will be required to file Conflict of Interest Form 700: Statement of Economic Interest when they first occupy the position, and on an annual basis, complete ethics training within 6 months of appointment, and attend this training every other year thereafter.

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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