Position Title: ADMINISTRATIVE SUPPORT ASSISTANT I

Recruitment #: #1963

Full/Part-Time: Part-Time (20 hours per week)

Employment Type: Permanent

Bargaining Unit: R07

Salary: $1,058 - $1,667.50 per month (based on 20 hours per week, 12 month pay plan – initial appointment through July, 2016)  

$881.50 - $1,389.50 per month (based on 20 hours per week, 10/12 pay plan - effective August, 2016 with June and July, 2017 off)

Department: Mathematics

Available: Immediately

Special Conditions: Background/ Fingerprint

Sensitive Position: Yes

Posted: December 4, 2015

Closing Date: January 4, 2016

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.

This is a 10/12 pay-plan designated position. Employees appointed on this 10/12 pay-plan position work 10 months of the year and receive the months of June and July off. Employees are paid an amount equal to 10 months’ salary over a period of twelve months. This position will be on the 12 month pay plan at the rate indicated above until August, 2016 and will then convert to the 10/12 pay-plan. Incumbent will work through July, 2016; the first full months off will be June and July, 2017.

NSME’s administrative support staff play a critical role in supporting the School's and CSUB's mission, vision and values. The Department Administrative Support Assistant I (ASA I) in NSME has two main responsibilities: 1) s/he is often a point of contact for the department, and so must be accessible, welcoming and professional; and 2) s/he ensures that administrative operations of the department run smoothly, working with the Office of the Dean and on-

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.
and off-campus constituencies. The ASA I provides a variety of responsible administrative duties in support of the department and serves as a resource to the department chair, administrative support coordinator, faculty, staff, and students.

DUTIES:

Coordinate Administrative Activities for Department:
- Greet and assist students, faculty, staff, and community members.
- Perform general office functions such as answer phones and convey messages, screen and distribute mail, take and transcribe meeting minutes, coordinate travel arrangements and process travel forms for department personnel, etc.
- Create, maintain, and complete forms, letters, procedures and reports, and review for completeness and accuracy.
- Maintain confidential office files.
- Schedule meetings and assist in other event arrangements.
- Provide web site support for the department as needed.
- Ensure a safe work environment by supporting university safety protocols.
- Inventory and procure supplies, equipment, and materials as needed.

Scheduling:
- Enter course schedules and faculty workloads.
- Audit for course meeting times, units, and locations.
- Assist faculty with classroom and materials requests.

Other Job Functions:
- 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:

- Equivalent of one year of recent (within three years) demonstrated progressively responsible office clerical experience.
- Ability to work with a team 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.
- Ability to work under minimal supervision while setting priorities and completing all work in a timely manner.
- Excellent problem solving, customer service, communications, and organizational skills.
- Ensure accurate information is communicated and appropriate referrals are made.
- Ability to assist with a variety of functions and apply judgment, discretion.
- Ability to maintain a high degree of confidentiality.
- Excellent communication skills including the 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 consistently, even when specific guidelines may not exist.
- Excellent organizational and time management skills.
- Working knowledge of or ability to quickly learn and adhere to university infrastructure, policies, and procedures.
- Excellent computer skills and competence with a variety of computer applications including word-processing, spreadsheets, databases, on-line systems, the internet, and online calendaring and email.
- Working knowledge of or ability to quickly learn campus software and applications, including MS Word and Excel for correspondence and data tracking; FirstClass/Outlook for email; Meeting Maker for calendaring; CMS for budget reconciliation; MyCSUB for absence management, class scheduling, and faculty workload; 25Live for event scheduling.

PREFERRED QUALIFICATIONS: Demonstrated skills utilizing a customer-oriented and service-centered attitude. Must be able to work occasional weekends, and adjust working hours to meet special jobs.
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.

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.