CSUB JOB ANNOUNCEMENT

Position Title: ADMINISTRATIVE ANALYST/SPECIALIST – NON EXEMPT

Recruitment #: #2016

Full/Part-Time: Full-time

Employment Type: Permanent

Bargaining Unit: R09

Salary: $3,288 - $5,529 per month

Department: University Advancement

Available: Immediately

Special Conditions: Background/ Fingerprint

Sensitive Position: Yes

Posted: May 6, 2016

Closing Date: For priority consideration, application materials must be received by May 20, 2016, 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.

DUTIES: Under general direction this position reports to the Vice President for University Advancement (VPUA) performing responsible and complex administrative support work. This position will act as a direct liaison in direct communication with the Chancellor’s Office, President’s Office, Cabinet Offices, CSUB Foundation Board and Committees, University Advancement departments and various campus offices for all matters related to University Advancement. Duties and responsibilities include but are not limited to, the following:

Vice President for University Advancement Support – maintain the VPUA’s appointment calendar; screen VPUA mail and phone calls; prepare VPUA for meetings and events on a daily, weekly and monthly basis; coordinate travel arrangements and claims; produce budget reports and reconciliations; assist with meeting follow-up including acknowledgement letters, next step execution, etc.; draft and finalize clear and concise documents under the direction of the VPUA; complete specialized projects and research as directed by the VPUA, including projects that involve confidential matters requiring immediate attention; and

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.
Senior Director of Business and Administrative Services Support – work directly with the Senior Director of Business and Administrative Services to schedule budget/finance related meetings; assist the Senior Director with calendar coordination; other administrative tasks as needed; and

CSUB Foundation Board - scheduling all CSUB Foundation Board and Committee meetings; preparing and distributing information in advance of meetings; composing minutes for all Board and Committee meetings; assisting in the follow up of Board meeting action items; and

Office - learn all policies of the CSUB Foundation and University Advancement and work with office staff to ensure compliance; maintain confidential office files; and other related work as required; work closely with university units to achieve timely and successful outcomes; and

CSU Chancellor’s Office – Assist in the preparation and submission of CSU Chancellor’s office requests as it relates to CSUB and University Advancement.

REQUIRED QUALIFICATIONS: Requires the equivalent to a Bachelor’s degree (attach copy of college degree/transcripts to application) and two years of recent experience providing administrative support to an executive position and progressively responsible advanced clerical or technical office experience. The successful candidate will demonstrate/articulate a high level of initiative and the ability to diagnose situations or conditions, and consider alternative courses of action.

Required Knowledge & Skills: Competent to Advanced skills in Microsoft Word, Excel, and PowerPoint, competence in Outlook or similar email system; proficiency in use of office machines; experience taking meeting minutes and the ability to interpret, understand, and transcribe those minutes; experience with or understanding of customer data bases, excellent people skills and judgment; thorough knowledge of English, grammar, punctuation, and spelling; and attention to detail; excellent oral and written communication skills. Experience interacting with a diverse range of contacts which may include community board members, business leaders, donors, faculty, staff and students.

Required Abilities: Work independently in general or with minimal supervision; exercise discretion in handling sensitive information; coordinate and prioritize many different tasks and projects simultaneously, learn, interpret and apply a variety of complex policies and procedures; acquire knowledge of the campus and the functions of various areas; display excellent comprehension and retention. Incumbent must be adaptable to peak workloads and have the ability to meet a variety of deadlines while maintaining composure and displaying a pleasant, cheerful disposition.

PREFERRED QUALIFICATIONS: Graduation from a four-year college or university.

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.

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.
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](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.