Position Title: ADMINISTRATIVE SUPPORT COODINATOR I

Recruitment #: #2026

Full/Part-Time: Full-Time

Employment Type: Permanent

Bargaining Unit: R07

Salary: $2,846 - $4,484 per month Non-Exempt

Department: Information Technology Services

Available: Immediately

Special Conditions: Background/ Fingerprint

Sensitive Position: Yes

Posted: June 3, 2016

Closing Date: For priority consideration, application materials must be received by June 17, 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.

Under the general lead of the ITS Business Office, the ASC I will perform a wide variety of complex and responsible administrative and clerical functions in support of the ITS staff and services.

DUTIES:

Office Management: Assist in the day-to-day administrative operations of the department. Serve as the departments primary point of contact; Responsible for establishing and maintaining a great customer service environment via all interactions (e.g., email, website, in-person). Ensure staffing of the department front desk during business hours and provide assistance to visitors. Work closely with students, staff, faculty, and community members on the phone and in person with questions regarding departmental services, policies and procedures. Maintain a large digital filing system of current and past departmental documents. Oversee and assist with the purchase of supplies, materials, and other commodities. Process standard and electronic mail received. Independently make decisions on day-to-day work while handling multiple projects and priorities.
Administrative Support: Drafts summary notes, minutes or correspondence and follows up on action items. Responsible for coordinating department events/meetings and will assist with departmental presentations. Responsible for coordinating, confirming, and reconciliation of all departmental staff travel plans.

25Live! Coordination: Assist with the coordination and execution of requests for support of a variety of events that involve the use of ITS resources. Update ITS support ticketing system. Track supported events, prepare billing documents and reconcile receivables to CFS.

Supervision: Provide oversight and assistance to departmental student assistants as needed.

Miscellaneous: Remain informed and current on all matters under the jurisdiction of the ITS Business Office including all campus policies and procedures; maintain confidentiality at all times; complete special projects and perform other duties as assigned. Maintain cooperative and successful relationships with students, faculty, and staff; support ITS services at all times and present a positive public image.

REQUIRED QUALIFICATIONS: The position requires completion of a high school program or equivalent and four years of recent (within 4-5 years) demonstrated progressively responsible related experience. Ability to enter data by keyboarding approximately four to six hours per day. A thorough knowledge of office systems and Competent to Advanced skills with a broader range of technology, systems and packages (i.e., Microsoft Word, Visio, Excel and desktop publishing software).

- The successful candidate must possess advanced organizational skills and demonstrated ability to set and modify priorities according to the changing needs in a fast-paced, multifaceted office.
- Must possess a demonstrated ability to work independently, communicate effectively, and work harmoniously with others in person, via telephone, and email.
- Must possess fundamental writing and presentation skills to effectively communicate standard information; be able to identify and solve standard problems and refer more complex problems to appropriate resources.
- Must have the ability to establish and maintain working relationships with staff, students, and faculty from diverse backgrounds.
- Must be self-motivated, detail-oriented, and reliable; able to coordinate many different clerical tasks, determine relative importance of each, set and meet respective deadlines, adjust priorities to changing needs in the office, and complete projects accordingly.
- Ability to recognize and maintain security of confidential information/correspondence and to handle material/issues with discretion.

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 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.
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.