**Position Title:** ADMINISTRATIVE SUPPORT ASSISTANT II

**Recruitment #:** #2098

**Full/Part-Time:** Full-Time

**Employment Type:** Permanent

**Bargaining Unit:** R07

**Salary:** $2,539 - $4,120 per month

**Department:** Department of Music/Theatre & Art

**Available:** Immediately

**Special Conditions:** Background/ Fingerprint

**Sensitive Position:** Yes

**Posted:** December 2, 2016

**Closing Date:** December 16, 2016 Extended to January 6, 2017

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.csusb.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html](http://www.csusb.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 position will supply complex clerical, secretarial, and administrative support to the Departments of Music/Theatre and Art. This position will be divided between two departments, the chosen candidate having assigned hours in each office. Duties will include the following: serve as primary receptionist (during on-duty hours), maintain and access student files and data, maintain and access department files and data (including budget data), plan and coordinate office and facilities support for faculty, serve as liaison for new students and faculty, plan and coordinate department reprographics, plan and coordinate space usage, enter events into campus scheduling software, handle tasks related to publicity and ticket sales, and provide general office support.

**DUTIES:**
- Serve as primary receptionist (during on-duty hours)
- Maintain and access files and data
- Plan and coordinate department space usage, including data entry into campus scheduling software
- Plan and coordinate office and facilities support for faculty
- Provide additional office and budget support as needed
- Plan and coordinate department reprographics
- Serve as liaison for new students and faculty

*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.
• Handle tasks related to publicity and ticket sales
• Perform other job-related duties and special projects as assigned and attend training and maintain skill currency as appropriate to safely and effectively complete assignments.

REQUIRED QUALIFICATIONS:
• High School diploma or equivalent and 3 years of professional experience providing administrative support.
• 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 with fluency in using standard office software packages and skill in a variety of computer applications including spreadsheets, databases, as well as online calendaring and email.
• Working knowledge of or ability to quickly learn University infrastructure, policies and procedures.
• 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 perform standard arithmetic functions of a transactional nature, including tracking and comparing data.
• Ability to learn, interpret independently, and apply a variety of complex policies and procedures. Able to identify deviations from applicable policies.
• 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.

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 for assistance.
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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.