Position Title: ADMINISTRATIVE SUPPORT ASSISTANT II

Recruitment #: #2176

Full/Part-Time: Full-Time

Employment Type: Temporary, ends on or before June 30, 2018. Any continuation beyond June 30, 2018 is contingent upon satisfactory performance and available funding.

Bargaining Unit: R07

Salary: $2,184 - $3,504 per month Non-Exempt

Department: Student Union & Organizational Governance

Available: Immediately

Special Conditions: Background/ Fingerprint Typing Certificate (45 NWPM) see Required Qualifications

Sensitive Position: Yes

Posted: July 20, 2017

Closing Date: August 4, 2017

THIS RECRUITMENT IS AVAILABLE TO CURRENT ON-CAMPUS EMPLOYEES ONLY.

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.

Within Student Affairs, the Student Union serves the entire campus community and its alumni. The mission of the Student Union is to enhance the quality of the student experience through the development of and exposure to, campus programs, activities, and organizations in a student-centered environment. The vision of the Student Union is to provide a premier environment that unites and engages our campus community with the co-curricular experience.

The Administrative Support Assistant II, under the general supervision of the Director of Student Union and Organizational Governance, is responsible for supporting the needs of the area. The incumbent provides budget support and processes reservation requests for the Student Union space.

DUTIES:

Reservation Management

• Review reservation requests for the Student Union facilities in “draft” state
If the space is available:
- assign the space requested (move to “tentative” state)
- add required approvals as necessary
- correspond with the requestor, account signer(s), Grants Research and Sponsored Programs Office (if necessary), and service providers to finalize details for the event
- move to “confirmed” state once all approvals have been completed and details have been finalized
- after the event, ensure all billing information and pricing is accurate

If the space is not available: contact the requestor to move the event to a different space, date, or time

Budget Support
- Ensure all departments fiscal and budgetary concerns are maintained by generating PeopleSoft Reports and comparing them against a Budget Shadow system.
- Draft budget projections, billing for space rental, processing invoices, checks, and other forms of expenses/revenue.
- Submit quarterly budget reports for the Student Union and Organizational Governance to the Office of the Vice President for Student Affairs.
- Ordering supplies for the department and preparing monthly ProCard Reports with supporting documentation for the area staff with ProCards.
- Prepare, submit, and track work order requests to Facilities Management for facility repair and maintenance.

Student Group Support
- Assist student leaders and club advisors with accounting forms, such as collection sheets, direct pays, petty cash, travel claims, and other forms as needed.
- Generate a weekly budget report for student organizations to assist with tracking expenses and fund balances.
- Inform the Director and the RunnerSync and Student Organization Coordinator when a student group account has a negative balance.

Additional Job duties
- Supporting the Student Union Board as the Board Secretary by scheduling meetings, preparing agendas, taking minutes, and communicating with the Board as requested.
- Answer and direct inquiries about the office, student organizations, and CSUB in general
- Scheduling meetings for the Director, as needed, assisting with travel arrangements and claims, maintaining staff time sheets, and completing fiscal services forms for office expenditures
- Assist with the hiring and training of students who are hired to be Office/Reservation Assistants and approving payroll time for these students
- 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: Requires three years of experiences in office clerical work and the ability to type at a corrected rate of not less than 45 net words per minute (attach copy of recent typing certificate to employment application – within 2 years – internet certificates not accepted).

- 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.

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.
• Working knowledge of or ability to quickly learn University infrastructure, policies and procedures.
• Demonstrated customer service experience requiring a very high level of diplomacy and professionalism.
• Regular and reliable attendance is required.

PREFERRED QUALIFICATIONS: Bachelor’s Degree from an accredited 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.

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.