**Position Title:** ADMINISTRATIVE SUPPORT COORDINATOR II

**Recruitment #:** #2205

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

**Employment Type:** Permanent

**Bargaining Unit:** R07

**Salary:** $3,115 - $5,161 per month  
Non-Exempt

**Department:** Financial Services Controller Office

**Available:** Immediately

**Special Conditions:** Background/ Fingerprint

**Sensitive Position:** Yes

**Posted:** October 27, 2017

**Closing Date:** November 10, 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.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html](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 position reports to the Associate Vice President of Financial Services & Controller (AVP). The Financial Services division includes Campus Accounting and Reporting Services, Auxiliary Accounting and Reporting Services, Student Financial Services, and Payment Services. The Administrative Support Coordinator II position will be responsible for performing complex administrative support work. This position will also assist the AVP with the preparation, coordination, reporting and communication with the Chancellor’s Office, President’s Office, Cabinet Offices, CSUB departments and various campus offices, and external constituents (i.e. donors, Board members, etc.) regarding all matters related to Financial Services.

**DUTIES:**

- **General Duties:**
  - Maintain the AVP’s appointment calendar; screen mail and phone calls.
  - Prepare for meetings and events on a daily, weekly and monthly basis.
  - Prepare travel arrangements and claims.
Coordinate with the Chancellor’s Office regarding Audits (i.e. reserve a workroom, Network access, logistics, contact various departments involved in that specific audit) and gather audit information to submit to VPBAS/CFO for approval, etc.

- Produce budget reports and reconciliations, including budget requests/transfers.
- Draft and finalize clear and concise documents under the direction of the AVP (i.e. responses to external and internal audit, public information requests, vendor communications, completion of forms).
- Complete specialized projects and research as directed by the AVP, including projects that involve confidential matters requiring immediate attention.
- Assist in the preparation and submission of CSU Chancellor’s Office requests as it relates to CSUB and Financial Services.
- Prepare correspondence as needed.
- Ability to set own priorities and coordinate multiple assignments with fluctuating and time-sensitive deadlines.

Financial Services duties (team):
- Assist Associate Controllers in scheduling of meetings and other administrative tasks (i.e. ordering office supplies, completion of forms,) as needed.
- Maintain absence calendar and time keeping for the division
- Update and maintain financial services website.
- Maintain and update banking requirements and signature cards
- Provide staff support for various meetings (minutes)
- Designated Property Custodian

- Perform other job-related duties and special projects as assigned.

REQUIRED QUALIFICATIONS:
- Thorough mastery of English grammar, punctuation, and spelling, effectively write and present own reports.
- Excellent communication skills; ability to effectively communicate information in a clear and understandable manner, both verbally and in writing.
- Expertise in using office software packages, technology, and systems (i.e. Outlook, Excel, Word, on-line systems, Internet, etc.).
- Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.
- Ability to:
  - interpret and apply policies and procedures independently, and use judgment and discretion to act when precedents do not exist.
  - troubleshoot most office administration problems and respond to all inquiries and requests related to work area.
  - analyze operational and procedural problems and develop, recommend, and evaluate proposed solutions.
  - perform business math, analyze budgetary data, and make accurate projections requiring some inference.
- 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.
- Demonstrated ability to maintain a high degree of confidentiality.
- Working knowledge of or ability to quickly learn University infrastructure, policies and procedures.
- Regular and reliable attendance is required.

PREFERRED QUALIFICATIONS:
- Experience in PeopleSoft or Oracle accounting and Raiser’s Edge environment.
- Demonstrated skills in an institutional/educational environment utilizing a customer-oriented and service centered attitude.

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-
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.

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.