CSUB JOB ANNOUNCEMENT

Position Title: ASSISTANT TO THE VICE PRESIDENT FOR STUDENT AFFAIRS (Administrative Analyst/Specialist – Non Exempt)

Recruitment #: #2207

Full/Part-Time: Full-Time

Employment Type: Permanent

Bargaining Unit: R09

Salary: $3,288 - $5,809 per month Non-Exempt

Department: Office of the Vice President for Student Affairs

Available: Immediately

Special Conditions: Background/ Fingerprint

Sensitive Position: Yes

Posted: October 27, 2017

Closing Date: November 10, 2017

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 minimal supervision of the Vice President for Student Affairs, provides executive support to the Vice President for all administrative functions and is the primary contact for the Vice President to all University and community constituents. Serves as the Office Manager, responsible for the day-to-day administrative management of office operations. In support of the Vice President, responsibilities include, but are not limited to: maintains the Vice President’s calendar and schedules critical meetings with faculty, staff, students and community members; acts as liaison in direct communication with the Chancellor’s Office, President’s Office, Cabinet Offices, Student Affairs departments, and various campus offices for all matters related to Student Affairs; composes professional correspondence, memorandums and documents for Vice President’s review and signature; coordinates and arranges travel accommodations for CSU meetings and conferences; and records and prepares minutes for division meetings and various committee meetings. Attends and participates in committee meetings chaired by the Vice President; provides feedback to Vice President to ensure mission of committees are properly addressed and executed; and coordinates all meeting and event logistics. Provides analytical assistance to the Vice President; evaluates reports and confidential communications for review, action and signature. Completes specialized projects and research as directed by the Vice President, including projects involving confidential matters that require immediate attention. Coordinates, plans and organizes special projects in collaboration with other Student Affairs departments as defined.
Office Manager responsibilities include, but are not limited to:
Serves as main contact for the Vice President’s office for all operational matters; establishes policies and procedures for the daily operations including front desk/reception area; handles all student-related inquiries and directs students to appropriate division or campus offices; serves as supervisor to student assistants and interprets immediate needs to ensure work assignments are completed; creates quarterly student work schedules for the VPSA Office and for work assignments in other divisional offices; provides necessary training to student assistants and staff if needed; completes student assistants’ evaluations. Maintains the division website. Sends all Administrator messages relating to Student Affairs via email (Outlook). Oversees and completes monthly payroll process for VP office (for staff and students) and gathers divisional payroll sheets for processing; distributes monthly payroll checks. Maintains office inventory and orders supplies as needed. Maintains currency and knowledge of the policies and procedures specific to the California State Universities (CSU) general state policies, procedures and reporting processes for Student Affairs, the campus, and the Chancellor’s Office.

REQUIRED QUALIFICATIONS: Bachelor’s Degree or equivalent and two years recent (within 3 years) experience providing administrative support to an executive position is required. Additional related experience in a student-centered environment may be substituted for college education on a year-for-year basis. Excellent interpersonal skills, written, and verbal communication skills. Professional spreadsheet and word processing experience required; Competent to advanced computer and lead skills are essential to this position. Regular and reliable attendance is required.

PREFERRED QUALIFICATIONS: A Bachelor’s degree with two years’ experience in a student-centered environment is preferred. Basic knowledge of PeopleSoft for Student Administration.

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.