



# CSU Bakersfield

Office of Human Resources

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(661) 654-2267 Job Line  
[www.csub.edu/bas/hr](http://www.csub.edu/bas/hr)

## CSUB JOB ANNOUNCEMENT

<b>Position Title:</b>	<b>ADMINISTRATIVE SUPPORT COORDINATOR I</b>	
<b>Recruitment #:</b>	<b>#1949</b>	
<b>Full/Part-Time:</b>	<b>Full-Time</b>	
<b>Employment Type:</b>	<b>Permanent</b>	
<b>Bargaining Unit:</b>	<b>R07</b>	
<b>Salary:</b>	<b>\$2,846 - \$4,484 per month</b>	<b>Non-Exempt</b>
<b>Department:</b>	<b>Office of the Associate Vice President for Academic Programs</b>	
<b>Available:</b>	<b>Immediately</b>	
<b>Special Conditions:</b>	<b>Background/ Fingerprint Typing Certificate (45 nwpm)</b>	
<b>Posted:</b>	<b>October 23, 2015</b>	
<b>Closing Date:</b>	<b>November 6, 2015</b>	

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.

**DUTIES:** Under the general direction of the Graduate Student Center Director, the incumbent will perform a wide variety of complex clerical and administrative work functions for the Graduate Student Center including assisting chairs and director, faculty, students and staff served by the Graduate Student Center. Duties and responsibilities include, but are not limited to the following: write, develop and maintain forms, procedures and reports; interpret and apply policies and procedures; monitor and review documents for completeness; prepare letters and forms; work closely with all university units to employ appropriate policies and procedures; oversee payroll processes including staff, student assistant and work study payroll; supervise student assistant(s) including assigning and monitoring their work; provide work direction and guidance to others as well as make recommendations on staffing issues (i.e. interviewing, hiring, training, scheduling); processing, reconciling, and reporting activities; maintain confidential office files; maintain calendar and schedule meetings; assist with event arrangements such as food and rooms; manage preparations for major events including Student Orientation, Graduate Open House, and Student Presentations; draft and finalize clear and concise documents; screen mail; take and transcribe minutes; effectively handle interpersonal interactions with campus and community members; coordinate travel arrangements and claims; assist with maintaining the office inventory; ensure accurate information is communicated and appropriate referrals are made including student advising; maintain the Graduate Student Center's website; complete special projects as assigned; participate in committees as requested; and perform other duties as assigned.

**REQUIRED QUALIFICATIONS:** Requires four years of recent (within 3 years), progressively responsible administrative support experience involving monitoring and coordinating administrative work, handling sensitive information, and ability to type at a corrected rate of 45 net words per minute (attach copy of recent, within 2 years, typing certificate to employment application – internet certificates not accepted). Knowledge of, or willingness to learn academic programs. Must be computer literate, possess competence in programs such as Microsoft Word, PowerPoint, Outlook, and Excel, have proficiency in use of office machines and knowledge of office procedures. Proficiency or the desire to quickly achieve proficiency with PeopleSoft student related software as well as Web Content Management System. Incumbent must have the demonstrated ability and experience to perform the required duties which include experience to be fully functional in all technical aspects of work assignments, Incumbent must have the following: working knowledge of policies and procedures regarding personnel document management and travel; experience to effectively handle a broad range of interpersonal contacts, including those at a high level and those sensitive in nature; excellent problem solving, customer service, diplomatic, communication, interpersonal, and organizational skills; comprehensive and detailed knowledge of applicable university infrastructure, policies, and procedures; demonstrated ability to independently handle multiple work unit priorities and projects, determine the relative importance of each, set respective deadlines, and complete all projects accordingly; experience drafting and composing professional correspondence and detailed reports; thorough mastery of English grammar, punctuation, and spelling; and attention to detail.

The incumbent must have the ability to: independently learn, interpret, and apply a variety of complex policies and procedures, and use judgment and discretion to act when precedents do not exist; analyze operational and procedural issues and develop, recommend, and evaluate proposed solutions; communicate clearly a variety of both routing and complex information, procedures and policies to faculty, staff, students, and others; work accurately amid distractions and interruptions; be flexible while carrying out day-to-day general assignments; work with and maintain integrity of confidential materials; effectively write and present own reports, keep precise and detailed records; research and gather data for projects and reports; suggest solutions to procedural problems; plan and organize; work independently in general; read and write at a level appropriate to the duties of this position; adjust to change (i.e., work environment, technology); and demonstrated ability to perform the duties listed herein.

**PREFERRED QUALIFICATIONS:** A four year degree and lead experience are preferred.

**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.

**DESIGNATED POSITION:** If the duties of this position include participation in decisions that may have a material financial benefit to the incumbent, the selected candidate will be required to file Conflict of Interest Form 700: Statement of Economic Interest when they first occupy the position, and on an annual basis, complete ethics training within 6 months of appointment, and attend this training every other year thereafter.

**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.