EMPLOYMENT OPPORTUNITY

POSITION: Conference Coordinator  
(Classified as Administrative Support Coordinator I) 
JOB #15/11 
Temporary, hourly intermittent position available on or after October 1, 2015 and ending on or before July 31, 2016 in the College of Science.

ESSENTIAL DUTIES: Under the supervision of the Endangered Species Recovery Program Coordinator, this position will play a central role in planning and coordination for the 5th World Lagomorph Conference (WLC5), which is to be held at CSU Stanislaus in July 2016. Duties include but are not limited to:

- Serves as primary CSU Stanislaus liaison for the 5th World Lagomorph Conference.
- Fills the key liaison role on the conference organizing committee (local committee).
- Works with personnel in various departments, units, and divisions on campus, including but not limited to Biological Sciences, Endangered Species Recovery Program, College of Science, Commercial Services, Advancement, Housing, Dining, Information Technology, Financial Services, Service Learning.
- Serves as liaison to the Scientific Committee (international) and sponsoring agencies (US & Calif.)
- In consultation with Supervisor and others, finalize fees for conference activities.
- Procures equipment and supplies as needed (e.g., conference materials, signage).
- In consultation with Supervisor and others, develops conference management plan.
- Oversees conference management plan.
- Schedules and coordinates meetings.
- Manages conference file system.
- Manages conference calendar.
- Oversees correspondence with conference participants.
- Assist with transportation planning for registrants who may need it.
- In consultation with Supervisor and others, work with the Division of Advancement to secure sponsors for the conference (e.g., local companies, utilities, vendors, and government agencies).
- In consultation with Supervisor and others, work with the Division of Advancement to manage the content of the conference website; i.e., keep it current, functional, informative, and attractive.
- Research and make recommendations for project cost.
- Compiles, reviews and monitors conference budget.
- Prepares budget reports and makes recommendations based on revenue and expenditure projections.

QUALIFICATIONS:
- Completion of a high school program, technical/vocational program or their equivalents, required.
- Several years of related office work experience.

PREFERRED QUALIFICATIONS:
- Bachelor’s degree in business management, communications, or science.

SPECIALIZED KNOWLEDGE, SKILLS, AND ABILITIES:
- Fully functional knowledge of and skill in standard office procedures and practices.
- Ability to understand and operate in a variety of organizational structures.
- Thorough, detailed knowledge of applicable university infrastructure, policies, and procedures.
- Thorough knowledge of English grammar, punctuation, and spelling and be able to clearly communicate orally and in writing.
- Thorough knowledge of office systems and ability to use a broader range of technology, systems, and packages. Ability to use and quickly learn new office support technology systems and software packages is a prerequisite.
- Ability to independently handle multiple work unit priorities and projects.
- Ability to apply independently a wide variety of policies and procedures where specific guidelines may not exist.
- Working knowledge of budget policies and procedures.
- Ability to perform standard business math, such as calculate ratios and percentages, track financial data, and make simple projections.
- Ability to draft and compose correspondence and standard summaries and reports.
- Ability to handle effectively a broader range of interpersonal contacts, including those at a higher level and those sensitive in nature.

SALARY RANGE: $16.41 - $25.86 per hour.

APPLICATION DEADLINE: September 15, 2015

APPLICATION PROCEDURE: Applications will be processed in accordance with Article 9.3 of the CSU/CSUEU Memorandum of Understanding. Preference will be given to qualified individuals currently employed at CSU Stanislaus in bargaining units 2, 5, 7, and 9 except when it is determined that it is necessary to appoint outside applicants to meet the best interest of the campus by obtaining specialized skills and abilities not available from current employees. To be considered, qualified candidates must submit a completed CSUS employment application (download electronic application at http://www.csustan.edu/hr/employment opportunites/staffindex.html), cover letter, and resume to:

California State University, Stanislaus  
Human Resources Department  
Mary Stuart Rogers Educational Services Gateway Building, Suite 320 (3rd Floor)  
One University Circle  
Turlock, CA 95382

For questions, please contact: Dr. Patrick Kelly (209) 667-3446

A background check (which may include: checks of employment records, education records, criminal records, civil records, motor vehicle records, credit records, professional licenses, and sex offender registries, as position requires) 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.

Applicants requiring necessary accommodations to the application process may contact Human Resources at (209) 667-3351. California Relay Service is available at (800) 735-2922 voice and (800) 735-2929 TDD. As a federal contractor, we are committed to attracting a diverse applicant pool. Please consider completing the Voluntary Self-Identification of Disability form (your responses will not be shared with the search committee) at: http://www.dol.gov/ofccp/regs/compliance/sec503/Voluntary_Self-Identification_of_Disability_CC-305-SD Ed11.24.14.pdf

THOSE INDIVIDUALS WHO APPEAR TO BE THE BEST QUALIFIED FOR THIS POSITION WILL BE CONTACTED BY TELEPHONE FOR AN INTERVIEW. THE UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE AGAINST PERSONS ON THE BASIS OF RACE, RELIGION, COLOR, ANCESTRY, AGE, DISABILITY, GENETIC INFORMATION, GENDER, GENDER IDENTITY, GENDER EXPRESSION, MARRITAL STATUS, MEDICAL CONDITION, NATIONAL ORIGIN, SEX, SEXUAL ORIENTATION, COVERED VETERAN STATUS, OR ANY OTHER PROTECTED STATUS. ALL QUALIFIED INDIVIDUALS ARE ENCOURAGED TO APPLY. CSU STANISLAUS Hires ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES. 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. CLERY ACT: IN COMPLIANCE WITH THE JEANNIE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CRIME STATISTICS ACT, CRIME REPORT STATISTICS ARE AVAILABLE AT http://www.csustan.edu/UPD/ajeets/CampusCrimeStatistics/index.html

INFORMATION CONTAINED IN THIS ANNOUNCEMENT MAY BE SUBJECT TO CHANGE WITHOUT NOTICE.

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