

EMPLOYMENT OPPORTUNITY

POSITION: ADMINISTRATIVE SUPPORT ASSISTANT II

JOB #18/06

Full-time position available on or after July 16, 2018 in the Office of the President.

ESSENTIAL DUTIES: Under the general supervision of the Special Assistant to the President, this position will perform a full range of moderate to complex clerical and secretarial work assignments involving the use of effective judgment and discretion in support of an executive office. With prior notice, incumbent must be able to work overtime and weekends, as needed. Duties include but are not limited to:

- Receive and screen a wide variety of calls to the Office of the President; greet and assist visitors; provide basic information, as requested, and refer calls and visitors to appropriate University individuals or offices; clearly answer routine questions and explain general procedures and policies to students, the public, and campus employees; open, sort and distribute mail; type, copy and distribute memos, letters, reports and forms, including confidential material; maintain central files.
- Research and identify appropriate background materials for various projects and/or meetings involving the President; assist in the preparation for various presentations held on-site; develop and maintain an addresses for various University boards, committees, and organizations; maintain and update various address and membership lists and directories; maintain a chronological list of major events.
- Assist with all aspects of logistical support for the President's Office and for various presidential programs and events; compose and prepare routine correspondence, memos, invitations, and reports; proof read/edit general correspondence prepared by other areas for the President's signature.
- Order and maintain office supplies; maintain equipment and inventories; prepare and follow-up on work orders, supply requests, mailings, etc.; maintain office areas including conference room, reception area, file room and kitchen suite; may lead/assign work to student assistants as needed.
- Performs other duties or special projects as assigned.

MINIMUM QUALIFICATIONS:

- Completion of a high school program or its equivalent.
- Some experience in an office environment.

PREFERRED QUALIFICATIONS:

- Experience working in an executive office is highly desirable.
- Demonstrated experience in designing and maintaining a website desirable.
- Demonstrated experience with answering phones with multiple lines and customer service in a receptionist capacity.
- Demonstrated competence in using electronic scheduling software highly desirable.
- Demonstrated ability to maintain strict confidentiality and to exercise considerable discretion, tact, and political sensitivity,

SPECIALIZED KNOWLEDGE, SKILLS, AND ABILITIES:

- Experience to be proficient in performing most or all work assignments.
- General working knowledge of applicable university infrastructure, policies, and procedures
- Thorough knowledge of office methods, procedures, and practices.
- Ability to use standard office equipment.
- Fluency in using standard word processing and related computer software packages.
- Ability to identify and solve standard problems and refer more complex problems to appropriate staff.
- Thorough knowledge of English grammar, punctuation, and spelling.
- Ability to learn, interpret independently, and apply a variety of complex policies and procedures. Able to identify deviations from applicable policies.
- Ability to apply independent judgment, discretion, and initiative to address problems and develop practical, thorough and, at times, creative solutions.
- Ability to perform standard arithmetic functions of a transactional nature, including tracking and comparing data.
- Work often involves front line contacts with a variety of campus and community individuals requiring active problem solving and effective interpersonal skills.
- Demonstrated competence in effectively presenting standard information in writing.
- Demonstrated competence in understanding, interpreting, and communicating procedures, policies, information, ideas, and instructions.

SALARY RANGE: \$2,600 - \$4,328 per month plus excellent paid benefits. (Anticipated salary will be \$2,600 - \$3,380 per month, depending on the qualifications of the finalist.) The California State University offers a premium benefit package that includes, but is not limited to, outstanding vacation, health, dental, and vision plans; a fee waiver education program; membership in the California Public Employees Retirement System (PERS); and 14 paid holidays a year.

APPLICATION DEADLINE: JULY 3, 2018

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_Opportunities/Staff/index.html), **cover letter**, and **resumé** 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: Ms. Nina Palomino (209) 667-3201

Satisfactory completion of a background check (which includes checks of employment records, education records, criminal records, civil records; and may include motor vehicle records, professional licenses, and sex offender registries, as position requires) is required for employment. CSU will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to satisfactorily complete the background check may affect the continued employment of a current CSU employee who was conditionally offered the position.

Applicants requiring necessary accommodations to the application process may contact the Human Resources Department 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 response 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_Edit1.24.14.pdf.

THE INDIVIDUALS WHO APPEAR TO BE THE BEST QUALIFIED FOR THIS POSITION WILL BE CONTACTED BY TELEPHONE FOR AN INTERVIEW

PURSUANT TO THE JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT, THE ANNUAL SECURITY REPORT (ASR), IS NOW AVAILABLE FOR VIEWING AT [HTTPS://WWW.CSUSTAN.EDU/ANNUAL-CAMPUS-SECURITY-REPORT](https://www.csustan.edu/annual-campus-security-report). THE ASR CONTAINS THE CURRENT SECURITY AND SAFETY-RELATED POLICY STATEMENTS, EMERGENCY PREPAREDNESS AND EVACUATION INFORMATION, CRIME PREVENTION AND SEXUAL ASSAULT PREVENTION INFORMATION, AND DRUG AND ALCOHOL PREVENTION PROGRAMMING. THE ASR ALSO CONTAINS STATISTICS OF CLERY ACT CRIMES FOR STANISLAUS STATE FOR THE PREVIOUS THREE YEARS. A PAPER COPY OF THE ASR IS AVAILABLE UPON REQUEST BY CONTACTING THE OFFICE OF THE CLERY DIRECTOR LOCATED AT ONE UNIVERSITY CIRCLE, TURLOCK, CA 95382, OR BY CALLING 209-667-3572.

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, MARITAL 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 'LIMITED 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, REVISED 7/21/17, AS A CONDITION OF EMPLOYMENT.

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

6/19/18