

WESTERN CONNECTICUT STATE UNIVERSITY
JOB OPPORTUNITY
SECRETARY 1

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: State Employees/Exam List *
*See below eligibility requirements.

Location: Office of Institutional Advancement
Danbury, CT - Midtown Campus

Salary: \$42,684 – \$56,009

Hours: Monday – Friday, 8:00 a.m. – 4:30 p.m.†

Job Posting No: 055860

Closing Date: Friday, February 5, 2016

The Office of Institutional Advancement is responsible for the University's development functions. The person selected for this position will be responsible for the full range of secretarial duties including: providing secretarial support to two directors; serving as receptionist for the office including greeting visitors, and answering phone calls; reserving space and tracking invitations for special events; and other related duties as required. †Provide assistance at events, which will periodically require overtime on weekday evenings, weekends, and off-site locations. (Availability for these times/events will be required of the incumbent); Required skills include: excellent written and communication skills; pleasant telephone and reception demeanor; proficiency in Microsoft Excel and Word; attention to detail and proofreading skills; and discretion and confidentiality are essential.

ELIGIBILITY REQUIREMENTS: Candidates must be on the current Secretary 1 certification list promulgated by the Department of Administrative Services. State employees currently classified as Secretary 1 and having permanent status in the job class or those who have previously attained permanent status in the class may apply for lateral transfer. Those candidates appearing on SEBAC/Re-employment lists are given first consideration. **NOTE:** Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy. **Do not submit application materials unless you meet the above criteria.**

MINIMUM QUALIFICATIONS REQUIRED: Considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation and spelling; knowledge of business communications; knowledge of department's/unit's policies and procedures; some knowledge of business math; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office equipment which may include personal computers and other electronic equipment; ability to operate office suite software; ability to take notes (shorthand, speedwriting or other method acceptable to the supervisor).

GENERAL EXPERIENCE: Two (2) years' experience above the routine clerk level in office support or secretarial work.

SUBSTITUTION ALLOWED: College training in the secretarial sciences may be substituted for the General Experience on the basis of 15 semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years.

NOTE: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

APPLICATION INSTRUCTIONS: Must apply via email by submitting a cover letter which includes the names & contact information of three (3) current professional references and a resume, and to Ms. Peggy Boyle, Assistant Director of Human Resources - Recruitment. Materials must be submitted via email to: hpositions@wcsu.edu as one (1) complete file (PDF or Word format only) and not via multiple attachments. In subject line of email reference: Your Last Name - #055860 Secretary 1. Do not submit the state application. Application materials must be received in the above format no later than **Friday, January 29, 2016**. All required documents must be submitted to be considered for interview. **Be sure to read the above Eligibility Requirements before submitting application file.**

In accordance with CSU System policy, all candidates for employment at Western Connecticut State University are subject to a pre-employment background investigation, including criminal background check, federal sanctions, and reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.