

WESTERN CONNECTICUT STATE UNIVERSITY  
JOB OPPORTUNITY  
SECRETARY 2

**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:** \$46,721 – \$61,096

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

**Job Posting No:** 055860

**Closing Date:** Thursday, October 15, 2015

The Office of Institutional Advancement is responsible for the University's Development/Foundation functions. This position will track and manage all invitations, replies, and follow-up for development/foundation events; Coordinate reservations for space, food, media, etc.; †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); Prepares donor profiles; Takes/prepares meeting minutes; Manages mailings; Serves as receptionist for the department, greeting visitors, etc.; Provides secretarial support/ manages/maintains calendars for two directors. Excellent written and communication skills required; Pleasant telephone and reception demeanor required; Database savvy - preferably with Raiser's Edge and WealthEngine software or similar; Must be proficient in Microsoft Excel and Word, including manipulating large mail merges. Attention to detail, accuracy and proofreading skills are required. Discretion and confidentiality is essential.

**\*ELIGIBILITY REQUIREMENTS:** Candidates must have applied for and passed the Secretary 2 exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **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 KNOWLEDGE, SKILL AND ABILITY:** 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 includes personal computers other electronic equipment; ability to operate office suite software; ability to take notes (shorthand, speedwriting or other method acceptable to the supervisor). **GENERAL EXPERIENCE:** Three (3) years' experience above the routine clerk level in office support or secretarial work. **SPECIAL EXPERIENCE:** One (1) year of the General Experience must have been as a Secretary 1 or its equivalent. **SUBSTITUTION ALLOWED:** College training in the secretarial sciences may be substituted for the General Experience on the basis of fifteen (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:** Eligible\* candidates must apply via email apply by sending a cover letter, which includes the contact information of three (3) current professional references and a resume to: Ms. Peggy Boyle, Assistant Director of Human Resources - Recruitment. Materials must be submitted via email to: [hrpositions@wcsu.edu](mailto:hrpositions@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 2. Do not submit the state application. Application materials must be received in the above format no later than **Thursday, October 15, 2015**. All required documents must be submitted as requested in order to be considered for position. Be sure to read the above Eligibility Requirements before submitting application file. Late applications will not be accepted.

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.