

WESTERN CONNECTICUT STATE UNIVERSITY
JOB OPPORTUNITY
OFFICE ASSISTANT

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

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

Location: WCSU Admissions Office
Danbury, CT - Midtown Campus

Salary: \$40,901 - \$53,663

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

Job Posting No: 056087

Closing Date: Tuesday, November 3, 2015

The Admissions Office helps guide students from their initial inquiry and application to the University all the way through matriculation. The environment is energetic and very fast paced, particularly during peak application season, with a wide variety of tasks to be performed. Inquires come via telephone, fax, email, electronic download, and in-person. Duties include, but are not limited to: responding to phone and in-person requests; processing the mail and entering data into the Banner system; processing of applications for admission; maintaining student files and records; and performing related duties as required. The ideal candidate is highly organized and able to multi-task with ease, has excellent customer service and interpersonal skills as well as strong verbal and written communication skills. Additionally must possess excellent keyboarding and word-processing skills and be proficient in Microsoft Word and Excel. Previous use of Banner is preferred. *Occasional evening and/or weekend work may be required.

ELIGIBILITY REQUIREMENTS: Candidates must have applied for and passed the Office Assistant 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 these eligibility requirements.

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: Two (2) years' general clerical work experience. **SUBSTITUTION ALLOWED:** College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling six (6) months of experience. **NOTE:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

APPLICATION INSTRUCTIONS: Eligible candidates must submit a cover letter, which includes the contact information of three (3) current professional references and a resume as one (1) Word document or PDF. Submit via email to: hrpositions@wcsu.edu. Do not submit the cover letter in body of the email. Do not submit the state application. In subject line of email reference: Your Last Name #056087 Office Assistant. Your email with the one attachment must be received no later than **Tuesday, November 3, 2015** in order to be considered. Late applications will not be accepted. **BE SURE TO READ THE ABOVE ELIGIBILITY REQUIREMENTS BEFORE SUBMITTING YOUR APPLICATION MATERIAL.**

In accordance with BOR 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.