



State of Connecticut
JOB POSTING

WESTERN CONNECTICUT STATE UNIVERSITY
EMPLOYMENT OPPORTUNITY

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

POSITION: Secretary 1 (Part-time - 30 Hour Work Week)

OPEN TO: Candidates on current exam list *

DEPARTMENT: Arts & Sciences Dean's Office

DATE POSITION AVAILABLE: August 1, 2012

HOURLY RATE: \$18.71 - \$24.55

WORK HOURS: Monday – Friday 9:00 a.m. – 3:00 p.m.

DATE POSTED: May 9, 2012

CLOSING DATE: May 25, 2012

JOB POSTING #: 082826

LOCATION: Danbury, Connecticut

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

This position provides primary secretarial support to the Assistant Dean, School of Arts & Sciences as well as general support to Dean and the Administrative Assistant. Excellent interpersonal and customer service skills are required as this person will have frequent contact with students, faculty and staff. Responsible for a full range of secretarial duties to include, but not limited to: typing, editing, proofreading, filing, composing correspondence; report writing; receptionist duties; answering/screening and directing incoming telephone calls; creating and maintaining student databases and mailing lists. Duties include processing adjunct contracts, maintaining records for student independent studies, compiling faculty work load reports, and assisting with special projects as required. Proficiency in Microsoft Word and Excel is required. Experience with Banner is preferred.

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.

APPLICATION INSTRUCTIONS: Prospective candidates should submit a cover letter, resume and the names, titles and phone numbers of three current professional references to Ms. Peggy Boyle, Associate in Human Resources. Applications should be submitted via email to: hrpositions@wcsu.edu. Reference **#082826 Secretary 1 and your Last Name** in Subject Line of email. **Materials must be submitted in one (1) complete file (PDF or Word format only) and not via multiple attachments. Applications must be received in the above format no later than May 25, 2012.**

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.