

WESTERN CONNECTICUT STATE UNIVERSITY

EMPLOYMENT OPPORTUNITY

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

POSITION: Administrative Assistant (40 Hour Work Week) **OPEN TO:** State Employees
DEPARTMENT: Intercollegiate Athletics **DATE POSITION AVAILABLE:** ASAP
SALARY: \$49,357 - \$63,871 **WORK HOURS:** Monday – Friday 8:00 a.m. – 4:30 p.m.
DATE POSTED: October 13, 2011 **CLOSING DATE:** October 27, 2011
JOB POSTING #: 056083 **LOCATION:** Danbury, Connecticut

Under the direction of the Athletics Director, responsible for assisting with the coordination of all contest scheduling; hiring and paying of officials; scheduling all team travel (bus, hotel, meals, etc.), updating of all official department procedural manuals; handling the majority of communications to external and internal constituencies. Excellent interpersonal skills are required. Additionally, the candidate should be highly organized and able to multi-task with ease; possess excellent keyboarding and word-processing skills and be proficient in Microsoft Word and Excel.

ELIGIBILITY REQUIREMENTS:

Candidates must be on the current **Administrative Assistant** certification list promulgated by the Department of Administrative Services. State employees currently classified as **Administrative Assistant** 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.

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). Knowledge of office administration, such as budgeting, personnel administration, purchasing, etc. is critical to the Administrative Assistant.

GENERAL EXPERIENCE: Four (4) 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 2 or its equivalent. **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, WCSU, 181 White Street, Danbury, CT 06810 or electronically to: hrpositions@wcsu.edu. Applications must be received no later than **October 27, 2011.**

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.