

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:** School of Arts & Sciences – Dean’s Office      **DATE POSITION AVAILABLE:** ASAP  
**SALARY:** \$49,357 - \$63,871      **WORK HOURS:** Monday – Friday 8:00 a.m. – 4:30 p.m.  
**DATE POSTED:** October 17, 2011      **CLOSING DATE:** **Due to weather related conditions & power outages the extended closing date for this position is now November 7, 2011.**  
**JOB POSTING #:** 056004      **LOCATION:** Danbury, Connecticut

This full-time position is responsible for the full range of support duties for the Dean of the School of Arts & Sciences. This person will serve as the first point of contact for students, faculty, and staff. Duties will include: word processing, filing, correspondence, report writing, troubleshooting, screening letters and memos for the dean, arranging and coordinating meetings, and office management. Responsible for processing travel forms for the School of Arts & Sciences and maintaining the dean’s discretionary budget.

**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: [hpositions@wcsu.edu](mailto:hpositions@wcsu.edu). Applications must be received no later than October 31, 2011.**

**Due to weather related conditions & power outages the extended closing date for this position is now November 7, 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.