

**SOUTHERN CONNECTICUT STATE UNIVERSITY  
JOB OPPORTUNITY  
ADMINISTRATIVE ASSISTANT**

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

**Open To:** State Employees/Exam List\*

**Location:** Academic Affairs/Assessment & Planning

**Salary:** \$49,357-\$63,871

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

**Search No.:** C12-003

**Closing Date:** Monday, August 13, 2012

Responsible for the full range of administrative support duties for the Associate Vice President. Duties will include answering/screening calls, word processing, filing, processing incoming/outgoing mail, report writing, correspondence, troubleshooting, arranging and coordinating meetings, screening letters and memos for the Associate Vice President; maintain office supplies; and other related duties as required.

**ELIGIBILITY REQUIREMENTS:** Candidates must have applied for and passed the Administrative Assistant exam and be on the current certification list promulgated by the Department of Administrative for this classification. State employees currently holding the above title or those who have previously attained permanent status in the class may apply for a lateral transfer. Those candidates appearing on layoff or SEBAC lists are given first consideration.

**MINIMUM QUALIFICATIONS REQUIRED:** Considerable knowledge of office systems and procedures; knowledge of department's/ units policies and procedures; considerable knowledge of proper grammar, punctuation and spelling; considerable knowledge of business communications; ability to schedule and prioritize office workflow; 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, purchasing, personnel administration; interpersonal skills; strong working knowledge of Microsoft applications.

**EXPERIENCE AND TRAINING:**

.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.

**SUBSTITUTIONS ALLOWED;** College training in the secretarial sciences may be substituted for the General Experience on the basis of semester hours equaling one-half year of experience to a maximum of experience to a maximum of two 2 years.

**APPLICATION INSTRUCTIONS:** Qualified candidates who meet the above requirements should submit a cover letter and a completed state application for employment CT-HR-12.and contact information of three (3) current professional references. State employees must include a copy of your two most recent performance appraisals to:

Southern Connecticut State University  
501 Crescent Street  
New Haven, CT 06516  
ATTN: Phil Marchese  
Assistant in Human Resources  
**(Fax) 203 392-5571**  
NO PHONE CALLS PLEASE

In accordance with CSU System policy, all candidates for employment are subject to a pre-employment background investigation, including criminal background check, federal sanctions, and reference checks.

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.