



Department of  
**ADMINISTRATIVE SERVICES**  
*Job Postings*



**SOUTHERN CONNECTICUT STATE UNIVERSITY**  
**JOB OPPORTUNITY**  
**ADMINISTRATIVE ASSISTANT**  
**DEAN'S OFFICE, SCHOOL OF HEALTH AND HUMAN SERVICES**

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

**Open To:** State Employees/Exam List  
**Location:** School of Health & Human Services  
**Salary:** \$53,935.00 - \$69,795.00  
**Hours:** 8:30 to 5:00  
**Search No:** C16 008  
**Closing Date:** December 23, 2016

**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.

**DUTIES:** This class includes a full range of secretarial functions as described in the Secretary 2 class, but the focus of the position is on administrative activities requiring an advanced level of accountability, problem solving and interpersonal contacts. Duties include typing, filing correspondence, report writing, interpersonal, processing, personal secretary, and office management as indicated in the job specification. Works under the direction of the Dean of the School of Health and Human Services.

**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.

**PREFERRED EXPERIENCE:** Advance skills in financial record keeping and data analysis using Microsoft Excel ad Banner software. Advanced skill in newsletter and website development using Microsoft Publisher software and website content management software. Demonstrates high level of customer service, initiative, and cultural competence.

**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 the two most recent performance appraisals to:

Office of Human Resources  
Southern Connecticut State University  
501 Crescent Street  
New Haven, CT 06516  
**Fax information to: 203-392-8802**

In accordance with BOR 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 ad strongly encourages the applications of women, minorities, and persons with disabilities.