

WESTERN 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 *
*See below eligibility requirements.

Location: WCSU Admissions Department
Danbury, CT - Midtown Campus

Salary: \$49,357 – \$63,871

Hours: Monday – Friday, 8:30 a.m. – 5:00 p.m.

Job Posting No: 055869

Closing Date: Friday, March 8, 2013

WCSU Admissions is a very active, energetic department. The Administrative Assistant is responsible for the full range of administrative support duties for the Director. Duties include: manage calendar; answer telephones; schedule meetings, rooms, food and equipment; take minutes for department meetings, screen mail and visitors; provide back-up clerical support to department, including answering Admissions department phone lines, during busy times; process in-state residency applications and appeal forms; prepare student letters as needed; provide assistance with events, such as Open House; maintain/monitor budget and department purchasing card; prepare statistical reports for admissions and enrollment; process changes in Banner. Experience with Banner, Microsoft Office Suite, including Outlook, specifically email and calendar features; office management and personnel administration; proper grammar and punctuation; proven knowledge of budgeting and purchasing.

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 Services for this classification. State employees currently holding the above title or those who have previously attained permanent status 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.**

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 must electronically apply by sending a cover letter, resume, and contact information of three (3) current professional references to Ms. Peggy Boyle, Associate in Human Resources. Materials must be submitted via email to: hrpositions@wcsu.edu as one (1) complete file (PDF or Word format only) and not via multiple attachments. In subject line of email reference the following: Your Last Name - #055869 Administrative Assistant. Do not submit the state application. Application materials must be received in the above format no later than Friday, March 8, 2013.

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.