

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 University Computing
Danbury, CT - Midtown Campus

Salary: \$49,357 – \$63,871

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

Job Posting No: 056270

Closing Date: Friday, October 19, 2012

University Computing is a very active, energetic department. The Administrative Assistant is responsible for the full range of administrative support duties for the Chief Information Officer and serves as the department's first point of contact for students, faculty, staff, and vendors. Duties will include: managing office and students; budgeting, processing technology purchases, reconciling purchases/invoices; assist with hardware and software renewals; and secretary for Information Technology Committee. Individual must be familiar with Microsoft Office, email features, and calendaring; have the desire to learn and be part of a team, as well as have a high level of organizational, communication, and leadership skills; is professional, dependable, flexible and have a good sense of humor, and enjoy working with students, faculty, staff, and outside community and vendors.

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 - #056270 Administrative Assistant. Do not submit the state application. Application materials must be received in the above format no later than Friday, October 19, 2012.

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.