

Southern Connecticut State University
Secretary 1 - REVISED

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

Open To: Public (must be on exam list – see “eligibility” section below)
Location: School of Arts & Sciences; Dean’s Office
Hours: 40 hours per week - 9:00 a.m. – 5:30 p.m. Monday – Friday
Salary: Range \$41,440.00 - 54,377.00
Posting Date: February 26, 2015
Closing Date: March 9, 2015
Search# C14-018 **Position# 54028**

Eligibility Requirements: Candidates must have applied for and passed the Secretary 1 exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding the above title or those who have previously attained permanent status in the class may apply for lateral transfer. Candidates on Reemployment/SEBAC lists will be given first preference in filling the vacancy.

Description of Duties: Responsibilities include a full range of secretarial duties to include but not limited to typing, editing and proofreading various documents; filing, organizing and maintaining filing system; compose correspondence; arranging and coordinating meetings, make travel arrangements; perform other related duties as required

Minimum Qualifications:

Considerable knowledge of office procedures; considerable knowledge of proper grammar, proper telephone usage and filing; knowledge of spelling, punctuation and grammar; knowledge of business communications; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office equipment which may include computer terminals or other automated equipment. **Preferred qualifications: Experience in academic affairs; some proficiency in word processing programs as well as PowerPoint, Banner, and other data & desktop publishing software.**

General Experience: Two (2) years’ experience above the routine clerk level in office support or secretarial work. Substitutions Allowed: College training in the secretarial sciences may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half year of experience.

Application Instructions: To be considered for this position, eligible applicants must submit a cover letter, resume, a completed State Application Form (CT-HR-12) and State employees attach copies of your last two performance appraisals. Non-state employees attach two letters of professional references to:

Ms. Tami LaPlante
Human Resources Administrator
Southern Connecticut State University
501 Crescent Street
New Haven, CT 06515
Fax (203) 392-8802
NO PHONE CALLS PLEASE

An Equal Opportunity/Affirmative Action Employer and strongly encourages the applications of women, minorities, and persons with disabilities to apply.