

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: Registrar's Office
Danbury, CT - Midtown Campus

Salary: \$52,364 - \$67,762

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

Job Posting No: 055878

Closing Date: Thursday, August 7, 2014

The Registrar's Office helps guide students from their initial enrollment in the University all the way through completing their documentation for graduation. The environment is very fast paced, particularly during registration and graduation, with a wide variety of tasks to be performed. There is heavy record keeping involved. Inquires come via telephone, fax, email, and in-person.

This position is responsible for providing administrative support to the Registrar, creation of office procedures manuals, staff scheduling and payroll, creation/maintenance of the departmental calendar, tracking of budgets and contracts, data gathering and report writing, creation of complex correspondence (including curriculum updates), maintaining content for public information (website, emails, etc.), creating meeting agendas, and taking meeting minutes including university committee meetings (CUCAS). Routine duties include, answering incoming calls, opening/distribution of office mail, creating/maintaining office filing systems, registering students, processing verifications and certifications, ordering/maintenance of office supplies, and more. This position will have lead responsibility for other clerical staff to ensure efficiencies in the office. The ideal candidate is highly organized and able to multi-task with ease, has excellent interpersonal skills as well as strong verbal and written communication skills. Must possess excellent keyboarding and word-processing skills and be extremely proficient in Microsoft Word and Excel. Previous use of Banner is preferred. *Occasional evening and/or weekend work may be 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 Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **NOTE:** Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy. **Do not submit application materials unless you meet these eligibility requirements.**

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: Eligible candidates must submit a cover letter, which includes the contact information of three (3) current professional references and a resume as one (1) Word document or PDF. Submit via email to: hrpositions@wcsu.edu. Do not submit the cover letter in body of the email. Do not submit the state application. In subject line of email reference: **Your Last Name #055878 Administrative Assistant**. Your email with the **one attachment** must be received no later than **Thursday, August 7, 2014** in order to be considered. Late applications will not be accepted. **BE SURE TO READ THE ABOVE ELIGIBILITY REQUIREMENTS BEFORE SUBMITTING YOUR APPLICATION MATERIAL.**

In accordance with BOR 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.