

WESTERN CONNECTICUT STATE UNIVERSITY
JOB OPPORTUNITY
SECRETARY 1

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

Open To: State Employees/Exam List *
*See below eligibility requirements.

Location: Communication & World Languages Depts.
Danbury, CT - Midtown Campus

Salary: \$30,177 – 39,604 Annual (\$19.27 – 25.29 Hourly) **Hours:** Monday – Thursday, 9:00 a.m. – 4:00 p.m.
Friday – 9:00 a.m. – 1:00 p.m. (30 hours/week)

Job Posting No: 056141

Closing Date: Friday, April 25, 2014

Responsible for the full range of secretarial support duties for the department chairs and faculty of the Department of World Languages and the Department of Communication & Media Arts; serve as the first point of contact for students and full and part-time faculty; process incoming/outgoing mail; answer/screen calls; word processing; filing; correspondence; arrange and coordinate department meetings and committee meetings—including booking rooms; order/maintain office supplies; assist department chairs with the supervision & timekeeping of student workers; assist faculty and chair with department budgets, forms (travel, requisitions, disbursements, honoraria), faculty workload reports; maintain lecturer contract databases; manage computer, room access and parking requests for full and part-time faculty, students and volunteers; collection and organization of materials for faculty-led programs in the U.S. and abroad.

ELIGIBILITY REQUIREMENTS: Candidates must be on the current Secretary 1 certification list promulgated by the Department of Administrative Services. State employees currently classified as Secretary 1 and having permanent status in the job class or those who have previously attained permanent status in the class may apply for lateral transfer. Those candidates appearing on SEBAC/Re-employment lists are given first consideration. **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).

GENERAL EXPERIENCE: Two (2) years' experience above the routine clerk level in office support or secretarial work.

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 (½) year of experience to a maximum of two (2) years.

NOTE: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

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 #056141 Secretary 1. Your email with the one attachment must be received no later than **Friday, April 25, 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 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.