

**SOUTHERN 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
Location: School of Health & Human Services
Salary: \$50,838.00 - \$65,788.00
Hours: Monday – Friday, 8:00 a.m. – 4:30 p.m.
Search No: C13-008
Closing Date: January 29, 2014

ELIGIBILITY REQUIREMENTS: Candidates on the current active Administrative Assistant exam list or permanent state employees who have permanent status in the title of Administrative Assistant. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this vacancy.

EXAMPLES OF DUTIES: The incumbent will be responsible for performing the most complex office administrative duties to include but not limited to: composing complex letters and/or memoranda; arranging and coordinating meetings; writes minutes of meetings, lectures, conferences; prepare expense accounts, make travel arrangements; researches and assembles information ; preparing statistical and/or narrative reports; assisting in preparation and monitoring of office budget; .Acts for manager by interpreting established policies and procedures; troubleshoots by relieving manage of as much administrative detail as possible; develops input and prepares documentation for office and/or department budget; coordinates budget control; assist in interviewing and hiring office support staff; Perform other related duties as required.

MINIMUM QUALIFICATIONS REQUIRED: Considerable knowledge of office systems and procedures; knowledge of department's/ units policies and procedures; considerable knowledge of proper grammar, punctuation and spelling; considerable knowledge of business communications; ability to schedule and prioritize office workflow; ability to operate office suite software; ability to take notes (shorthand, speedwriting or other method acceptable to the supervisor). Knowledge of office administration, budgeting, purchasing, personnel administration; interpersonal skills and strong working knowledge of Microsoft applications.

EXPERIENCE AND TRAINING:

.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.

SUBSTITUTIONS ALLOWED; College training in the secretarial sciences may be substituted for the General Experience on the basis of semester hours equaling one-half year of experience to a maximum 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, if applicable. Individuals with Reemployment/SEBAC rights must be given first preference for this position

APPLICATION INSTRUCTIONS: Qualified candidates who meet the above requirements should submit a cover letter, resume, CT-HR/12 (State Application) and two (2) letters of professional references from current and/or previous supervisors. State employees must submit two most recent performance appraisals in lieu of references. Faxes will not be accepted. Send to:

Jacqueline D. Patton
Human Resources Administrator
Southern Connecticut State University
501 Crescent Street
New Haven, CT 06515

All candidates for employment at Southern CT 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.