Job Title: Assistant to the Directors

Job ID: 6123

Full/Part Time: Full-Time

Regular/Temporary: Regular

Job Code: 1035 Administrative Support Coordinator – 12 Month

Job Grade: Coordinator I

Salary From: $2846 Salary To: $4319

Department: IT Finance & Admin Srvcs 8280

Major Duties
Under general supervision, the Assistant to the Directors serves as primary administrative support to six IT Directors and large sized support staff. The incumbent facilitates daily office operations by maintaining calendars, coordinating workflow and managing requisite paperwork and files; schedules meetings and coordinates conferences; reviews, prioritizes, and routes all incoming correspondence; assists with front desk coverage by directing visitors and answering phone lines; coordinates meetings and conference rooms schedules, including setting up webinars, Zoom, Skype, Go ToMeetings, etc.; assists with all event planning and organization, including coordination of lunches, finding venues, and ordering AV equipment; performs special projects as assigned; makes travel arrangements, creates travel authorizations and expense reports in eTravel; acts as the primary contact for the vendor and processes departmental requisitions using online purchasing; enters and tracks chargebacks; schedules interviews and facilitates communication between review committee members; and performs other duties as assigned.

Qualifications
Equivalent to four years of full-time, general office clerical and administrative support experience that has provided the applicant with the knowledge and abilities listed. Equivalent to full-time college or university education/vocational school training in business or job-related field may be substituted for up to two years of the required experience on a year for year basis.

Knowledge, Skills, & Abilities
Thorough knowledge of correct English grammar, spelling, and punctuation; office methods, procedures, and practices; and university infrastructure, policies, and procedures. Working knowledge of budget policies and procedures. Ability and specialized skills to: coordinate many different administrative duties; Troubleshoot most office administration problems; interpret and apply a variety of complex policies and procedures; set deadlines, priorities, and complete projects accordingly; draft and prepare memoranda and correspondence; keep moderately complex records and files; screen mail, telephone calls, and visitors; maintain confidential files; lead or oversee the work of others; perform standard business math, such as calculate ratios and percentages, track financial data, and make simple projections; be customer service oriented and a detailed multitasker; establish and maintain a cooperative working relationships; read and write a level appropriate to the duties of the position; and operate standard office equipment, projector laptop projection, and software.

Pay, Benefits, & Work Schedule
The university offers an excellent benefits package.

The salary range for this classification is: $2846 $4619 per month.
The anticipated HIRING RANGE: $2846 - $3300, dependent upon qualifications and experience.

Hours: Full Time; 40 hours per week; 8:00am 5:00pm, Monday through Friday.
General Information

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

How to Apply
Candidates should apply by completing the CSUN on-line application utilizing http://bit.ly/HR_CSUN link and must attach a cover letter that addresses the qualifications above and a current resume, including names of three professional references. NOTE: Internal candidates should apply through the portal by accessing the View Job Openings/Apply link on the Human Resources/Employee pagelet.

Initial review begins May 25, 2017 and will continue until position is filled.

For more detailed information on the application and hiring process, please view the link below: http://www.csun.edu/careers/

Equal Employment Opportunity
California State University, Northridge is an Affirmative Action/Equal Opportunity Employer. We consider applicants for employment without regard to race, color, religion, national origin, age, gender, gender identity/expression, sexual orientation, genetic information, medical condition, marital status, veteran status, or disability. Reasonable accommodations will be provided for applicants with disabilities who self-disclose by contacting Recruitment Services.

(5/12/17)