Job Title: Assistant to the Directors
Job ID: 8261
Full/Part Time: Full - Time
Job Code: 1035 Administrative Support Coordinator – 12 Month
Job Grade: Coordinator ll
Salary From: $3,115 Salary To: $5,475
Department: IT Finance & Admin Srvcs-8280

Major Duties
Under general supervision, the Assistant to the Directors provides administrative support for Directors and staff. The incumbent maintains Directors’ calendars and assists in scheduling meetings; prepares meeting documents and distributes meeting materials; ensures telephone calls, email inquiries and visitors are screened and directed to the appropriate areas and individuals; orders office supplies; arranges service calls for office and copier repair; scan documents and maintains files; distributes pay warrants to staff and student assistants; coordinates events and equipment set up; orders food; requests interpreter; arranges parking; compiles attendee data for post event analysis; prepares travel requests and travel claims; ensures travel policy and procedures are followed; processes purchase requests and reconciles Procurement Card (PCard) statements; contacts vendors for quotes and invoices; ensures contracts renewal meet term dates and university spending deadlines; processes invoices after goods and services are completed; maintains inventory; and performs other duties as assigned.

Qualifications
Equivalent to five (5) years of full-time, progressively responsible administrative or technical office management experience in an administrative capacity exercising independent judgment and leading the work of others. Equivalent to full-time college or university education/vocational school training in business or job-related field may be substituted for up to two (2) years of the required experience.

Knowledge, Skills, & Abilities
Thorough mastery of: office methods, procedures, and practices; and correct English grammar, spelling, and punctuation. Expertise in using office software packages, technology, and systems. Ability and specialized skills to: prepare letters, memos, and reports; transcribe minutes; make travel arrangements; analyze operational and procedural problems and develop, recommend, and evaluate proposed solutions; apply judgment, discretion, and initiative in establishing priorities, providing follow-up and quality control; perform business math and analyze budgetary data; plan, organize, and lead or oversee the work of others; keep moderately complex records and files; communicate effectively both orally and in writing; establish and maintain cooperative working relationships; operate standard office equipment and software.

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

The salary range for this classification is $3,115 - $5,475 per month.
The anticipated HIRING RANGE: $3,115 - $3,700, dependent upon qualifications and experience.

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

REG: This is a Regular position with a one-year probationary period.
General Information
This position is a sensitive position as designated by the CSU.

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 April 30, 2019 and will be considered in the initial review and review of applications 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.

(4/17/19)