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| **CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO**  **invites applications for the position of:**  **Position Title/ Hiring Department** |

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| **SALARY: (information is pulled from class specs and requisition)** | $3,566.00 - $5,069.00 Monthly  $42,792.00 - $60,828.00 Annually |
| **OPENING DATE:** | Date Posted |
| **CLOSING DATE:** | Continuous |
| **OVERVIEW:** | |
| **Employment Status:** Permanent / Probationary & Temporary "non-exempt" positions (with the possibility of the full-time positions converting to probationary)   **Work Schedule:** To be arranged | |
| **TYPICAL ACTIVITIES:** | |
| Under general supervision, Administrative Support Coordinator I's coordinate clerical and administrative support functions for an academic, special program or administrative office and/or performance of the full range of secretarial and administrative support functions for an individual administrative head or small to medium-sized group. Assignments and projects are varied and complex with longer work cycles. Administrative support projects often involve coordinating, prioritizing, and monitoring through their completion with accountability for end results and work performed by others. Incumbents may be involved in planning and coordinating work in the unit and/or providing lead work direction and/or training and assistance to others. Incumbents may coordinate and work with individuals at all levels within the organization, and may provide training to all levels in standard office procedures. | |
| **MINIMUM QUALIFICATIONS:** | |
| If typing/keystroke skill is required, a keystroke speed of 50 C.W.P.M. is necessary. The equivalent to three years of experience in general office clerical work is required along with a thorough knowledge of office methods, procedures and practices, and a thorough knowledge of correct English, grammar, spelling and punctuation. A working knowledge of budget policies and procedures is desired. A thorough, detailed knowledge of applicable university infrastructure, policies and procedures is required. A thorough knowledge of office systems and ability to use a broader range of technology, systems, and software packages is preferred. The ability to independently handle multiple work unit priorities and projects is required. The ability to apply independently a wide variety of policies and procedures where specific guidelines may not exist is required. The ability to perform standard business math such as calculate ratios and percentages, track financial data and make simple projections is required. The ability to draft and compose correspondence and standard reports is required. The ability to handle effectively a broader range of interpersonal contacts, including those at a higher level and those of sensitive nature is required along with the ability to work cooperatively with a diverse group of people. | |
| **SUPPLEMENTAL INFORMATION:** | |
| **Deadline:** This position will remain open until filled.  Applications will be reviewed beginning (two weeks from posting date) \_\_\_\_\_\_ \_, 2014.  The successful candidate is required to complete a background check prior to assuming this position.  The person holding this position is considered a `mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.  California State University, San Bernardino is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, or protected veteran status. | |

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| APPLICATIONS MAY BE FILED ONLINE AT:  <http://www.csusb.edu>  5500 University Parkway San Bernardino, CA 92407 (909) 537-3100  [HRRecruits@csusb.edu](mailto:HRRecruits@csusb.edu) | Position #2014-003 ADMINISTRATIVE SUPPORT COORDINATOR I / CAMPUSWIDE (POOL) |
| **Position Title/ Hiring Department** | |

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| \* | 1. | Are you a current CSU San Bernardino employee? |
|  | | Checkbox Yes Checkbox No |
| \* | 2. | What is your current classification title at CSU San Bernardino? (This should be your classification rather than your working title.) If you are not affiliated with CSU San Bernardino, please write in Not Applicable. |
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| \* | 3. | Do you possess the equivalent to graduation from a four-year college or university degree? |
|  | | Checkbox Yes Checkbox No |
| \* | 4. | Do you possess the equivalent to two years of professional experience? |
|  | | Checkbox Yes Checkbox No |
| \* | 6. | How would you rate yourself with respect to multi-tasking in a very busy work environment? |
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| \* | 7. | Please describe your knowledge of Microsoft Office Programs, Adobe Acrobat and HRIS software. Please provide examples of work assignments you have completed using these programs. |
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| \* Required Question | | |