

Applicant Guide

Follow these simple steps to apply for a State job at California State University, San Bernardino. For your convenience, this guide can be used for new and returning employee/external applicants.

Note:

Please be advised that your log-in will expire after 20 minutes of inactivity.

Welcome to CSUSB

The screenshot shows the CSUSB website homepage. At the top, there is a navigation bar with links for CSUSB HOME, QUICKLINKS, MAPS & DIRECTIONS, CONTACT CSUSB, FEEDBACK, DIRECTORY, and INDEX. A search bar is also present. Below the navigation bar, there is a main banner area with the text "come here go anywhere" and a "Best in the West" award announcement from The Princeton Review. The award is for the 10th straight year, and the year 2014 is highlighted. A "learn more ..." link is provided. To the right of the award is a photo of two students sitting at a table, and a "Best in the West" badge.

Below the banner, there is a "OF INTEREST TO ..." section with links for Current Students, Future Students, Alumni, Faculty & Staff, Community & Visitors, Military / Veterans, and International Students. To the right of this section is a "Coyote Corner" section with a list of links: MyCoyote, Student Email, Faculty / Staff Email, Technology Support, Blackboard, Class Schedule, Bulletin / Catalog, and Academic Calendar. To the right of "Coyote Corner" is a "Come to CSUSB!" section with links for How to Apply, Financial Aid, Cost/Tuition/Fees, and Schedule a Tour. Below this is a "DOWNLOAD VIEWBOOK" button and a "NEWS" section with a "More News" link. To the right of the "Come to CSUSB!" section is a "WATCH & LISTEN" section with a "President's Video Message" button and a video player showing a man's face. Below this is a "COYOTES radio" section and a "STAY CONNECTED" section with a "Social Media Directory" link and icons for Twitter, Facebook, YouTube, and RSS.

On the left side of the page, there is a text overlay: "To access the employment page please select the Employment link". A red arrow points from this text to the "Employment" link in the "INFORMATION ABOUT ..." section.

OF INTEREST TO ...

- Current Students
- Future Students
- Alumni
- Faculty & Staff
- Community & Visitors
- Military / Veterans
- International Students

INFORMATION ABOUT ...

- President's Office
- Palm Desert Campus
- Administrative Divisions
- Employment
- Extended Learning
- Feedback & Concerns

Coyote Corner

- MyCoyote
- Student Email
- Faculty / Staff Email
- Technology Support
- Blackboard
- Class Schedule
- Bulletin / Catalog
- Academic Calendar

Come to CSUSB!

- How to Apply
- Financial Aid
- Cost/Tuition/Fees
- Schedule a Tour

DOWNLOAD VIEWBOOK

NEWS

Fundraising with a mission: Give Big comes to CSUSB

Spend an evening with mummy

RAFFMA: Getty curator to speak about ancient Greek vases

WATCH & LISTEN

President's Video Message

COYOTES radio

STAY CONNECTED

Social Media Directory

Welcome to the Employment Page

If you already have a NEOGOV account please select the applicant login, otherwise feel free to look through our current openings

CSUSB HOME | MAP & DIRECTIONS | CONTACT CSUSB | DIRECTORY | INDEX

Quick Links Go Search CSUSB

Division of Administration & Finance

HOME CURRENT EMPLOYEES NEW EMPLOYEES PROSPECTIVE EMPLOYEES RETIREES FORMS

Home
Human Resources Home
Applicant Login
Job Opportunities
University Enterprises Corporation
Auxiliaries
Job Descriptions
Job Interest Card

Job Opportunities Page

Monday, May 05, 2014

powered by **NEOGOV**

Welcome to California State University, San Bernardino's application process!

You can now apply online by clicking on the job title you are interested in and clicking on the "Apply" link! If this is the first time you are applying using our online job application, you will need to create an account and select a Username and Password. After your account has been established, you can build an application by clicking on the "Build Job Application" link. This application can be saved and used to apply for more than one job opening.

Online applications are stored on a secure site. Only authorized employees and hiring authorities have access to the information submitted.

It is important that your application show all the relevant education and experience you possess. Applications may be rejected if incomplete.

Executive Management/VP Management Positions

- Vice President, Administration and Finance

AVP Management Positions

- Associate Vice President and Dean of Undergraduate Studies
- Associate Vice President for Strategic Communication
- Associate Vice President for Student Affairs and Dean of Students

Academic Management Positions

- Dean of the Palm Desert Campus (PDC)
- Director, Academic Labor Relations

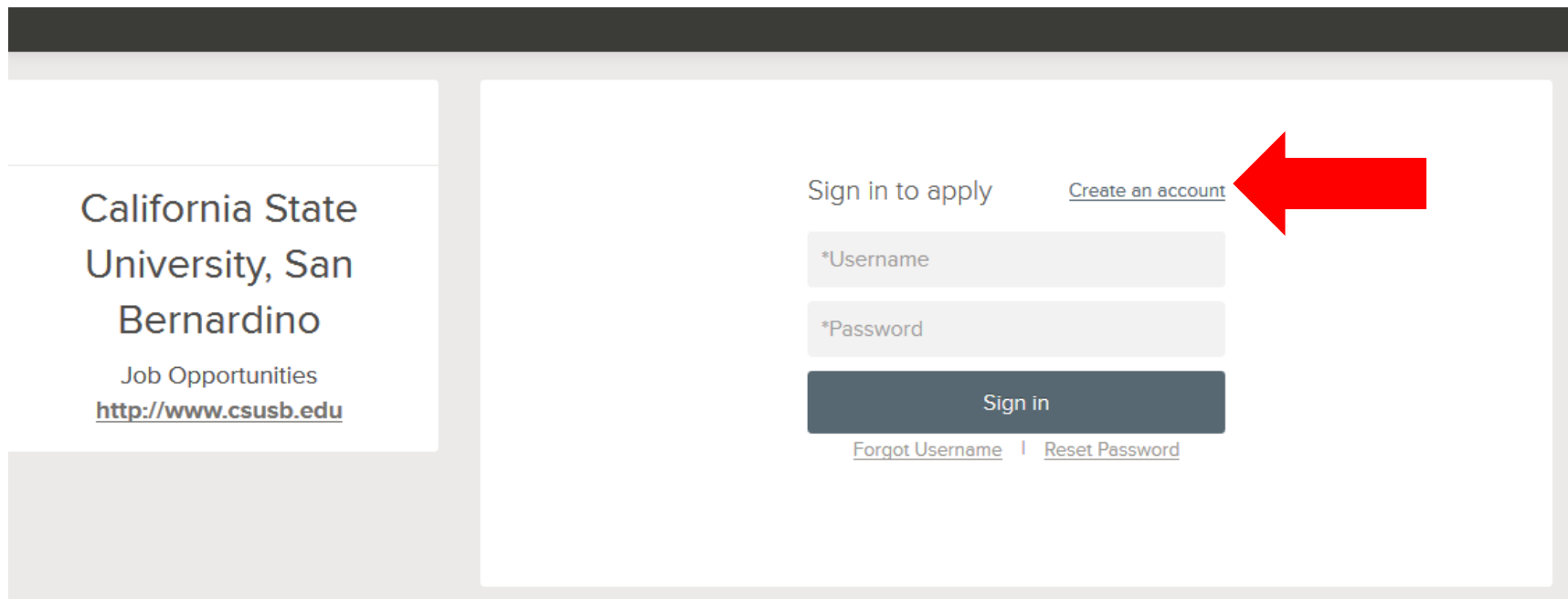
See below for other employment opportunities. If you applied for a position before April 21, you likely applied through our Recruiting Solutions system. You can access that site by clicking the following: [Proceed to view External Applicant Job Postings.](#)

Additional employment opportunities may be available at these auxiliary organizations, University Enterprises, Associated Students, Inc. and Santos Manuel Student Union.

Page # 1 of 1 go

Position	Division	Emp. Type	Salary	Closing Date
Administrative Analyst/Specialist - 12MO...	Academic Affairs	Full-Time	\$3,288.00 - \$5,263.00 Monthly	Continuous
Administrative Support Assistant I / Cam...	Campus-wide	Hourly, On-Call, Intermittent, Irregular	\$2,116.00 - \$3,175.00 Monthly	Continuous
NEW! Administrative Support Assistant II	Academic Affairs	Part-Time	\$2,539.00 - \$3,808.00 Monthly	05/09/14
NEW! Administrative Support Assistant II	Administration & Finance	Full-Time	\$2,539.00 - \$3,808.00 Monthly	Continuous
Administrative Support Assistant II / Ca...	Administration & Finance	Hourly, On-Call, Intermittent, Irregular	\$2,539.00 - \$3,808.00 Monthly	Continuous
Administrative Support Coordinator I / C...	Administration & Finance	Full-time, Part-Time, Hourly	\$2,846.00 - \$4,268.00 Monthly	Continuous
Administrative Support Coordinator II / ...	Administration & Finance	Full-time, Part-Time, Hourly	\$3,115.00 - \$4,677.00 Monthly	Continuous
Assistant Director of Technology/Palm D...	Academic Affairs	Full-Time	Depends on Qualifications	05/30/14
NEW! Casual Worker (POOL)	Administration & Finance	Hourly, On-Call, Intermittent, Irregular	\$1,392.00 - \$22,620.00 Monthly	Continuous
Confidential Administrative Support III/...	Information Technology Services	Full-Time	\$4,130.00 - \$8,410.00 Monthly	Continuous
NEW! Executive Director for Housing & Residen...	Student Affairs	Full-Time	\$4,948.00 - \$15,698.00 Monthly	05/06/14
Health Education Assistant (POOL) / Stud...	Student Affairs	Full-time, Part-Time, Hourly	\$3,704.00 - \$5,926.00 Monthly	
Health Educator	Student Affairs	Full-Time	\$4,060.00 - \$6,496.00 Monthly	Continuous
Information Technology Consultant - ACM,...	Information Technology Services	Full-Time	\$4,372.00 - \$8,949.00 Monthly	Continuous
Information Technology Consultant - CBPA	Academic Affairs	Full-Time	\$4,372.00 - \$8,949.00 Monthly	Continuous
Instructional Support Technician III/CNS-...	Academic Affairs	Full-Time	\$3,748.00 - \$5,620.00 Monthly	Continuous
NEW! Interpreter-Transliterater I / Services ...	Administration & Finance	Hourly	\$14.46 - \$43.59 Hourly	Continuous
Interpreter-Transliterater IIA / Service...	Student Affairs	Hourly, On-Call, Intermittent, Irregular	\$27.23 - \$49.05 Hourly	

Applicant Login Page



California State
University, San
Bernardino

Job Opportunities
<http://www.csusb.edu>

Sign in to apply [Create an account](#)

*Username

*Password

Sign in

[Forgot Username](#) | [Reset Password](#)

If you have a current username and password feel free to login, a username will usually be different from the email address provided to create an account.

An account can also be created from the link on the right.

If you have forgotten your username or password, you can reset them from the links below Sign In.

You can also create an account or sign in from the Apply link on a Job Posting.

Home

Human Resources Home

Applicant Login

Job Opportunities

University Enterprises Corporation

Auxiliaries

Job Descriptions

Job Interest Card

Job Opportunities Page

powered by
NEOGOV

Job Title: Administrative Support Assistant I / Campuswide (POOL)

Job #: 2014-001

Opening Date/Time: Mon. 04/21/14 12:00 AM Pacific Time

Closing Date/Time: Continuous

Salary: \$12.16 - \$18.25 Hourly
\$2,116.00 - \$3,175.00 Monthly
\$25,392.00 - \$38,100.00 Annually

Job Type: Hourly, On-Call, Intermittent, Irregular

Location: CSU San Bernardino - 5500 University Parkway, San Bernardino, California

Department: Campus-wide

[Print Job Information](#) | [Apply](#)

Overview

Benefits

Supplemental Questions

Status: Permanent / Probationary & Temporary "non-exempt" positions (with the possibility of the full-time positions converting to probationary)

Work Schedule: To be arranged.

Deadline: A pool of qualified candidates will be established for current and future vacancies. Qualified applicants will be kept active from January 1, 2014 through June 30, 2014.

Typical Activities:

Under direct supervision, Administrative Support Assistants I's provide clerical support to administrative units and/or Academic Departments. Incumbents may perform reception duties, including filing of documents, answering telephones, typing forms, letters and memos, and performing other clerical duties as assigned.

Minimum Qualifications:

If typing/keystroke skill is required, a keystroke speed of 50 C.W.P.M. is necessary. Applicants must possess the equivalent to one year of experience in general office clerical work, along with a general knowledge of office methods, procedures and practices, and a working knowledge of correct English, grammar, spelling and punctuation. Applicants must possess fundamental writing skills to effectively communicate standard information. Applicants must possess the ability to use standard office equipment, along with the ability to use standard word processing and related computer software packages. Applicants must possess the ability to perform basic arithmetic functions, along with the ability to respond to basic routine inquiries and explain standard policies and procedures to others. Applicants must possess the ability to work cooperatively with a diverse campus community.

California State University, San Bernardino

Job Opportunities
<http://www.csusb.edu>

Administrative Support Assistant I / Campuswide (POOL)

Job Details

Apply

Create a new account

[Sign in](#)

*Email



*Username

*Password

*What's 7 + 5?



Create

California State University, San Bernardino

Job Opportunities
<http://www.csusb.edu>

Administrative Support Assistant I / Campuswide (POOL)

Job Details

Apply

Create a new account

[Sign in](#)

joecoyote@gmail.com



coyotejoe1



••••••••



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Create

You can choose to Import your Resume.
Either transfer your resume from LinkedIn
or upload from your computer.

Administrative Support Assistant I / Campuswide (POOL)

Job Details Apply

Resume

Info

Work

Education

Additional

References

Attachments


Questions


Review

Submit

Import Your Resumé

Save time by importing your information into our system automatically

 Transfer from LinkedIn
Use your LinkedIn resume information for your new profile. You can edit this info later.

 Upload from Computer
Supported file types: .pdf, .doc, .txt

To manually fill in your information, you can [Skip this step](#)

If you chose to skip this step, this option will not be provided again. You will be able to upload your resume as an attachment before you submit the application.

Job Details

Apply

Info

Work (3)

Education (1)

... Additional

References

Attachments

Questions

Review

Submit

General Information

All fields are required unless they are marked (Optional)

Contact Information

Name

Joe Coyote

Edit

Address

5500 University Pkwy
San Bernardino, CA 92407

Phone

(909) 537-5138

Email

joecoyote@gmail.com

Personal Information

Please fix the errors in the following section.

Driver's License

Edit

Driver's License State

Driver's License Number

Driver's License Class

Date of birth

Have proof of your legal right to work in the US?

What is your highest level of education?

No level specified

Preferences

What is your minimum compensation requirement?

Edit

Are you willing to relocate?

Relocation Comments

What shifts are you available to work?

What type of job are you looking for?

What type of work will you accept?

Objective

Next

If you choose to upload your resume, your information will be automatically included in your profile.

Please be sure to add any information that was not automatically entered.

All required fields will be flagged.

Once you have completed a section, a check mark will appear next to it.



If you have uploaded a resume, your work experience will automatically fill.



You can still edit and add any information or additional work experience.

Work Experience information is required. You must complete the Work Experience section.

Job Details | **Apply**

- Info ✓
- Work (3)**
- Education (1)
- Additional
- References
- Attachments
- Questions
- Review
- Submit

Work Experience

 [+ Add work experience](#) 

Company/Agency [Edit](#)

Registration & Evaluations, CSUSB

Address
San Bernardino, CA

Phone

Website

Position
Administrative Support Assistant I

Hours/Week
40

Monthly Salary

Employees Supervised

Dates
June 2013 - Present

Supervisor

Reason For Leaving

May we contact this employer?

Duties Summary
Maintenance of office library, including cataloging, distribution, and record keeping
Assuring office is neat, and stocked with necessary tools for functionality
Member management, including email reminders, member roster, and records of financial dues

If you chose to skip the upload a Resume or would like to add additional work experience, enter all the information as shown.

Company/Agency Name *	
<input type="text"/>	
Address	
<input type="text"/>	
City *	
<input type="text"/>	
State *	
<input type="text" value="Select a state"/>	
Zip Code	Country
<input type="text"/>	<input type="text" value="Select a country"/>
Phone	Website
<input type="text"/>	<input type="text"/>
<u>May we contact this employer?</u>	
<input type="radio"/> Yes <input type="radio"/> No	

Position Title *	Hours/Week *
<input type="text"/>	<input type="text"/>
Monthly Salary	Employees Supervised
<input type="text"/>	<input type="text"/>

<u>Start Date</u>	
Month *	Year *
<input type="text" value="Select Month"/>	<input type="text" value="Select Year"/>
<u>End Date</u>	
Month *	Year *
<input type="text" value="Select Month"/>	<input type="text" value="Select Year"/>
<u>Reason for Leaving</u>	
<input type="text"/>	

<u>Supervisor</u>	
Name	Title
<input type="text"/>	<input type="text"/>

<u>Duties Summary *</u>
<input type="text"/>

Fields marked with an asterisk (*) are required

Add Education Information, please include most recent and complete education information.

This can contain, but is not limited to: High School Diploma, Bachelor's and Master's Level Degrees.

Job Details Apply

Info ✓

Work (3) ✓

Education (1)

... Additional

References

Attachments


Questions

Review

Submit

Education

[+ Add Education](#)

School Name Edit 

California State University

Type

College

Address

San Bernardino, CA
US

Website

csusb.edu

Major/Minor

English

Degree

Bachelor's

Units Completed

Unit Type

Dates

September 2009 - June 2013

Did you graduate?

Yes

Next

Please include any additional information that is relevant to you.

- Info ✓
- Work (3) ✓
- Education (1) ✓
- ... Additional
- References
- Attachments
- Questions
- Review
- Submit

Additional Information

Certificates and Licenses

+ Add certificate and license

Skills

+ Add skills

Typing speed Edit

Data Entry

Languages

+ Add language

Supplemental Information

+ Add supplemental information

Type Edit

Professional Associations

Description

management, including email reminders, member roster, and records of financial dues

Type Edit

Honors & Awards

Description

Bachelor of Arts in English, department honors

Next

Please include no less than 3 Professional References.

Job Details Apply

Info ✓

Work (3) ✓

Education (1) ✓

... Additional ✓

References (1)

Attachments


Questions

Review

Submit

References

[+ Add Reference](#)

Reference Type Edit 

Professional

Name

Jane Doe
Executive Director

Address

5500 University Pkwy
San Bernardino , CA 92407
US

Phone

(909)537-5138

Email

hrdept@csusb.edu

Next

If you were not able to submit your Resume upon creating your account, you can add it as an attachment.

You can also attach your cover letter and any additional documents.

Job Details Apply

- Info ✓
- Work (3) ✓
- Education (1) ✓
- ... Additional ✓
- References (1) ✓
- Attachments**
- Questions
- Review
- Submit

Attachments

Supported file types: doc, docx, xls, xlsx, ppt, pptx, potx, pdf, gif, tiff, tif, jpe, jpeg, jpg, png, htm, html, rtf, txt, wpd, wp, bmp

+ Add supplemental attachment

** Required attachments must be provided before submission*

Next

Agency Questions

The purpose of the following questions is to obtain additional job related information to evaluate you for the position you are applying for or to provide us with statistics needed to evaluate our recruitment program as well as to prepare statistical reports required by Federal, State and local agencies.

*01 Are you at least 18 years of age and able to submit proof at the time of employment?

Yes No

*02 If an offer of employment is made can you provide proof of your legal right to work in the U. S.?

Yes No

*03 Are you currently employed or have you ever been employed by CSUSB or any other CSU Campus?

Yes No

*04 If yes, please list the campus, dates of employment and positions held.

Administrative Support Assistant II, Records, Registration & Evaluations June 2013-Present
Student Assistant, Recreational Sports September 2011-May 2013

*05 Have you worked under any name other than what's stated above?

Yes No

*06 If yes, please list.

N/A

*07 Are you related to any current/former CSUSB employee?

Yes No

*08 If yes, please list their name, relationship, department, dates of employment, and position held.

Sam Coyote, Brother, Center for International Studies & Programs,
September 2003-Present, International Academic Program Officer

Please be sure to answer all agency questions as shown below.

*09 If a California Driver's License is a specified requirement for the position in which you are applying, do you have a valid California Driver's License?

Yes No

*10 If yes, indicate type.

Class A

Class B

Class C

*11 If you replied 'Yes' to the above question, upon hire you will be enrolled in the CA DMV Employer Pull Notification program. If No, is there anything which would prohibit you from obtaining a California Driver's License?

N/A

*12 Have you ever been dismissed from employment?

Yes No

*13 If yes, please explain why.

N/A

*14 Are you currently a student at CSUSB? If yes, please indicate your status.

N/A

Proceed to review

In addition to the Agency Questions, some positions will require Supplemental Questions. If a position requires Supplemental Questions, please carefully read through and answer with a detailed response. Example 1 is not an acceptable response.

Example 1

Supplemental Questions

The purpose of this Supplemental Questionnaire is to obtain additional job related information in order to evaluate your education, training and experience relative to the position you are applying for.

*01 Please describe your two years of experience as it relates to this position.

N/A

*02 Please describe your knowledge of Microsoft Office Programs and ability to use or quickly learn new office support technology systems. Please provide examples of work assignments you have completed using these programs.

Yes

*03 How would you rate yourself with respect to multi-tasking in a very busy work environment?

See Resume.]

Proceed to review

Example 2

Supplemental Questions

The purpose of this Supplemental Questionnaire is to obtain additional job related information in order to evaluate your education, training and experience relative to the position you are applying for.

*01 Please describe your two years of experience as it relates to this position.

In the position of Administrative Assistant for Records, Registration and Evaluations I have been able to maintain the office library including cataloging, distribution and record keeping. I have been responsible for member management this including email reminders, member roster

*02 Please describe your knowledge of Microsoft Office Programs and ability to use or quickly learn new office support technology systems. Please provide examples of work assignments you have completed using these programs.

Microsoft Office in daily assignments. In order to coordinate records of financial dues I have been required to manage an Excel spreadsheet and have consistently used Microsoft word in creating correspondence to members.

*03 How would you rate yourself with respect to multi-tasking in a very busy work environment?

The Office of Records, Registration and Evaluations maintains a large number of daily phone calls and walk-in traffic. I have been responsible for managing multiple phone lines and ensuring a balanced flow of traffic in the front office.

Proceed to review

You will have a chance to Review all Application information before proceeding to Certify and Submit. Please take your time to make sure all information is correct and complete.

Administrative Support Assistant I / Campuswide (POOL)

Job Details

Apply

Info

Work (3)

Education (1)

... Additional

References (1)

Attachments

Questions

Review

Submit

General Information

All fields are required unless they are marked (Optional)

Contact Information

Name Edit

Joe Coyote

Address

5500 University Pkwy
San Bernardino, CA 92407

Phone

(909) 537-5138

Email

joecoyote@gmail.com

Personal Information

Driver's License Edit

Yes

Driver's License State

California

Driver's License Number


D555555

Once finished simply click the Certify and Submit button.



Proceed to Certify and Submit

 Submit

On the  page, be sure to Certify & Submit by clicking the Accept & Submit button. This will Submit your application for review. You will receive a confirmation email that CSUSB Human Resources has received your application.

Certify & Submit

By clicking on the 'Accept' button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that I will have to produce documentation verifying identity and employment eligibility in the U.S. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of California State University, San Bernardino and will not be returned. I understand California State University, San Bernardino may contact prior employers and other references. I understand that I must notify the Human Resources Division of any changes in my name, address, or phone number.

Decline

Accept & Submit

Congratulations! You have successfully submitted your application!



Application Submitted!

Successfully submitted on 5/06/2014 at 11:20 AM Pacific Time

You can check the status of this application by visiting "[Applications](#)" in the main menu bar.

Thank you for applying for employment with California State University, San Bernardino. We have received your application. You will receive instructions by email and/or mail as to the next step in the process.

The review process may include one or more of the following: application review and evaluation, performance test, written test, and/or oral interview examination.

Questions asked during the interview process are based on the knowledge and abilities required to successfully perform the job.

Once your application is submitted, your profile will be saved for future applications. You will still have access to edit your profile for future applications.

Casual Worker (POOL)

Job Details Apply

- Info
- Work (3)
- Education (1)
- ... Additional
- References (1)
- Attachments
- Questions
- Review
- Submit

General Information

All fields are required unless they are marked (Optional)

Contact Information

Name Edit
Joe Coyote

Address
5500 University Pkwy
San Bernardino, CA 92407

Phone
(909) 537-5138

Email
joecoyote@gmail.com

Personal Information

Driver's License Edit
Yes

Driver's License State
California