Position Announcement

Western Connecticut State University
Finance & Administration
CSCU Administrative Assistant

Western Connecticut State University is pleased to announce applications are being accepted for the position of CSCU Administrative Assistant.

WCSU is committed to enhancing our diverse university community by actively encouraging people with disabilities, members of LGBTQIA and BIPOC communities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion.

The Division of Finance & Administration is responsible furthering the university’s mission through leadership and service in financial affairs and administrative support.

Position Summary: The successful candidate will be responsible for providing executive level administrative assistance support to the Vice President of Finance & Administration/Chief Financial Officer including scheduling/managing calls/appointments, drafting correspondence, contacting and receiving high level government and industry officials, collecting and preparing data, and ensuring a high degree of document quality representing the executive’s office; confidential assistance with the development of organizational budgets, monthly/quarterly/yearly system and ad-hoc reports, strategic planning and annual summaries; generating reports using Banner and Hyperion databases to detail specific enrollment-related metrics; analyzes trends and works with other offices to ensure data reliability; coordinating scheduling of meetings, events and activities of divisional departments; minute-taking services at various meetings; closely manages tracking and reminders related to department/divisional projects, events, staff evaluations, etc.; manage the Finance & Administration website; efficiently and effectively steps into any medium-term project work to provide assistance to any area of the University’s business processes that requires tact and maturity, strong technical skills, and good judgment to help bridge issues to bring to a resolution. Must be able to accomplish these tasks with minimal supervision and direction while providing excellent customer service to internal and external constituents.

Qualifications: Bachelor’s degree is preferred. Must possess a minimum of three (3) years of executive-level secretarial experience supporting a department head or business executive, preferably a senior financial executive. Must possess excellent oral, written and interpersonal skills. Strong organizational skills in order to maintain an orderly and efficient office operations are required. Demonstrated and advanced experience using Microsoft Office Suite including Excel, PowerPoint, Teams & Word, as well as virtual meeting software, such as Teams and/or WebEx is required; Website experience is preferred. Experience with Banner or similar information system software is preferred. The incumbent will be required to either possess or immediately pursue obtaining a notary public license. Must be able to work collaboratively across the campus community. Evening and weekend work may occasionally be required.

Salary & Benefits: The hiring salary range is $60,123 - $75,153 and is commensurate upon candidates’ experience. WCSU offers a comprehensive benefits package. Additional information on benefits can be found at
All employment, if offered, is contingent upon proof of citizenship or employability under the requirement of the Immigration and Control Act (IRCA) and the successful passing of a background check. WSCU is committed to providing a safe campus community. Background investigations include reference checks, a criminal history record check and, when appropriate, a financial (credit) report or driving history check.

**Application Process:** Prospective candidates must submit a cover letter, which includes the names and contact information for three (3) professional references and a resume. Email your application materials in PDF or Word format only to Ms. Peggy Boyle, University HR Administrator – Recruitment & Labor Relations. In subject line of email reference: Your Last Name – CSCU Administrative Assistant. Application materials must be emailed to hrpositions@wcsu.edu and must be received no later than **Wednesday, January 31, 2024**. Late applications will not be accepted.

State and Federal requirements expect that organizations with 100 or more employees invite applicants to self-identify gender and race. We kindly request all applicants to complete the Affirmative Action Data Questionnaire via the following link. [http://wcsu.edu/diversity/affirmative-action-data-questionnaire/](http://wcsu.edu/diversity/affirmative-action-data-questionnaire/). Any questions may be directed to Ms. Keisha Stokes in the WCSU Office of Diversity and Equity at stokesk@wcsu.edu. Completion of this data will not affect your opportunity for employment, or terms or conditions of employment. This form will be used for reporting purposes only and will be kept separate from all search records and only accessed by the Office of Diversity and Equity.

Western is an Affirmative Action Equal Opportunity Educator/Employer