CLASSIFIED SERVICE STAFF VACANCY ANNOUNCEMENT

Department:	**Facilities Planning**
Job Title and Salary Grade:	**Secretary 1, SG-11**
Line:	**00214**
Status:	**Permanent**
Shift:	**8:00 a.m. to 4:15 p.m.**
Application Deadline:	**November 20, 2012 (close of business) ***

***Applications received in Human Resources after the application deadline CANNOT be considered.**

Highlights of Job Duties: The incumbent will schedule meetings and maintain calendars; make travel arrangements and prepare travel requisitions and vouchers; and assemble and coordinate background materials for meetings and conferences. The incumbent will also, maintain inventory and requisition office supplies; and answer incoming calls, respond to questions concerning policy or procedures, and refer calls to appropriate staff member for technical information. The candidate will establish and maintain effective working relationships with others in the same office, in other organizational units, in other agencies and with the public; direct, assist and instruct others in the operational protocol and procedures of the office and the agency; and effectively communicate instructions from supervisor to appropriate staff orally, in writing or electronically, and provide follow up.

The incumbent must possess knowledge of office and secretarial practices and procedures, and have the ability to use modern office equipment, design and maintain filing systems, and determine priorities. Applicant must be able to understand and follow instructions, and read, write and communicate effectively. Candidate must be dependable and have a reliable time and attendance record.

Division Operating Needs: The incumbent will assist in the public bidding process for various construction and design projects and contracts, including placing newspaper advertisements. The incumbent will also assist in the preparation and maintenance of Consultant and Contractor legal contracts, which includes managing the accounting of the contract cost and progress payments. Applicant also manages the EEO contractor reporting.

Classification Standard Minimum Qualifications:
Candidates must have permanent appointment in a Secretary 1, SG-11 classified position or be reachable for appointment on the current New York State Civil Service canvass list for a Secretary 1, SG-11. New York State Preferred Lists candidates have preference.

To Apply: Send a resume, letter of interest and three references to:

Julie A. Briggs, Assistant Vice President for Human Resources
Erwin 219, 1 College Circle, Geneseo, New York 14454

Please Note:
Applicants interested in the position may access the Annual Security Report (ASR) for the College at www.geneseo.edu/police. The ASR contains information on campus security policies and certain campus crime statistics. Crime statistics are reported in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Applicants may request a hard copy of the Annual Security Report by contacting the SUNY Geneseo University Police Department at 585-245-5651.

All applicants are subject to criminal background checks. Final applicant will need to complete an online application at https://jobs.geneseo.edu.

SUNY Geneseo is an Affirmative Action/Equal Opportunity, Equal Access Employer committed to recruiting, supporting and fostering a diverse community of outstanding faculty, staff and students. The College actively seeks applications from women and members of underrepresented groups.
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