CSUN's Commitment to You

CSUN is committed to achieving excellence through teaching, scholarship, learning and inclusion. Our values include a respect for all people, building partnerships with the community and the encouragement of innovation, experimentation and creativity. CSUN strives to cultivate a community in which a diverse population can learn and work in an atmosphere of civility and respect. CSUN is especially interested in candidates who make contributions to equity and inclusion in the pursuit of excellence for all members of the university community.

About the University

One of the largest universities in the country, California State University, Northridge (CSUN) is an urban, comprehensive university that delivers award-winning undergraduate and graduate programs to nearly 40,000 students annually and counts more than 330,000 alumni who elevate Southern California and beyond. Since its founding in 1958, CSUN has made a significant and long-term economic impact on California, generating nearly $1.9 billion in economic impact and more than 11,700 jobs each year. The LAEDC recognized CSUN as its 2015 Eddy Award winner for its positive economic impact. Serving more students on Pell Grants than any other institution in California, CSUN is also a social elevator and one of the most diverse universities in the country. CSUN ranks 13th in awarding bachelor's degrees to underrepresented minority students and seventh in bachelor's degrees to Latino students, serves the 13th largest Jewish student population, and enrolls the largest number of deaf and hard-of-hearing students of any U.S. state university. The journal Nature recently named CSUN a Rising Star for scientific research, and the NSF ranks CSUN in the top five nationally among similar institutions for graduates who go on to earn doctorates in the sciences. CSUN is where individuals rise. And through them, so does Greater Los Angeles and beyond.

About the Department

The California State University, Northridge's Oviatt Library provides educational, cultural, and information services and resources to the students and faculty. Its primary mission is to support and supplement classroom and independent learning; facilitate student and faculty research; and provide students with lifelong skills in identifying, locating, evaluating, and synthesizing information. More than 22,000 students participate in formal library instruction on an annual basis. The Library's collections include more than 1.4 million volumes, and subscriptions to more than 72,000 journals. Access is provided to more than 200 online databases and some 425,000 eBooks. Specialized service areas include a music and media center, assistive technology labs, special collections and archives, teacher's curriculum center, and student access computer labs containing more than 300 workstations, laptops, and tablets. Current Library faculty and staff include approximately 25 tenure-track full-time librarians and 60 full-time
paraprofessionals. CSUN ScholarWorks Open Access Repository is the university's institutional repository, the archive and distribution platform for faculty research and instructional materials, student work, and the university's public-facing documents.

**Major Duties**

Under general supervision, the Assistant to the Dean provides a variety of administrative support services for the Dean of the Library and the Library Administrative Office. The incumbent manages the Dean's calendar for campus and off-campus meetings; makes travel arrangements, and prepares travel forms for the Dean; oversees hospitality at meetings for the Dean; screens calls, visitors and incoming mail; maintains the Library's internal and external telephone directories; orders office supplies; orders and maintains guest parking permits, and distributes them as needed; prepares general office correspondence; oversees the annual faculty Retention-Tenure-Promotion process; works on special projects; and performs other duties as assigned.

**Qualifications**

Equivalent to graduation from an accredited four-year college or university in a job-related field. Equivalent to two years of full-time, technical, analytical, or administrative experience. Additional experience in job-related field may be substituted for required education, on a year for year basis.

**Knowledge, Skills & Abilities**

Working knowledge of general practices, program, and/or administrative specialty. Working knowledge of policies and procedures pertaining to library administration. Ability and specialized skills to: interpret, and apply a wide variety of policies and procedures; perform basic research and statistical analysis; analyze data and make accurate projections using business mathematics and basic statistics; compile, write and present reports related to program or administrative specialty; communicate effectively both orally and in writing. Proficient in using standard office and financial software including Microsoft Word, Excel, Outlook, the Internet, and Greeting Card Factory.

**Pay, Benefits, & Work Schedule**

The university offers an excellent benefits package.

The salary range for this classification is: $3288 - $5809 per month.

The anticipated HIRING RANGE: $3288 - $4600, 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.

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.

**How To Apply**


Applications received prior to November 1, 2017 will be considered in the initial screening and will continue until position is filled.

In order to be considered in the initial review, applications must be submitted prior to the date listed above. Application submissions received after the application screening date will be reviewed at the discretion of the University.

For more detailed information on the application and hiring process, please visit the link below: [http://www.csun.edu/careers](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.