The following positions are available to all qualified individuals:

**ADMINISTRATIVE ASSISTANT 4 (CS07-77):** $3,003 - $3,935. This is an open and promotional recruitment to fill a replacement position within the Office of Graduate Education, Research & Academic Planning/Evaluation. Recruiting period will be from September 28th – October 15th, 2007

**General Duties:** Position reports to the Vice Provost of Graduate Education, Research & Academic Planning/Evaluation, and is responsible for managing the Vice Provost’s administrative office and for providing executive level support. Duties include: provide confidential executive secretarial support, supervise professional, classified and student support staff, serve as a resource for staff within the unit, arrange travel, provide planning/budget support for space and equipment needs, maintain calendars and arrange appointments and meetings, and handle the day-to-day operations of the Office of the Vice Provost. Position is also responsible for a variety of special projects, reports, and other responsibilities assigned by the Vice Provost or conducted on the Vice Provost’s behalf. Duties include: maintain/organize various reports, data, procedures and policies; coordinate Vice Provost’s work with external and statewide organizations; compile and maintain budget information, assist with budget planning, resolve discrepancies, exercise budget signature authority as delegated; serve as communications liaison on behalf of the Vice Provost; maintain historical records; participate in strategic planning and plan implementation; and provide other administrative support as required. Please see our website for a complete job description.

**Special Notes:** This is a 100%, 12-months per year position with a regular Monday-Friday work schedule. This position, during the course of employment, will be involved in the receipt of, or accountability for, university funds or other items of value; as well as the unsupervised access with the developmentally disabled, vulnerable adults, or children under the age of 16. Successful candidate will be required to pass a background check prior to beginning employment.

**Minimum Qualifications:** High school graduation or GED AND Four years of progressively responsible experience in office/clerical, secretarial, bookkeeping, accounting, or general administrative work.

**Selection Criteria:**
- Bachelor’s degree.
- Four years progressively responsible experience performing general administrative work (work beyond secretarial/clerical work).
- One year progressively responsible experience in a graduate academic program area.

**Application Procedure:** Contact the Human Resources Office to have an application packet mailed or faxed. Applications may also be printed from the Human Resources web page. Submit EWU application by 5:00 PM on the closing date to the address listed below. Completed applications must consist of all of the following materials:

1. Cover letter in which you address each element of the Minimum Qualifications and the Selection Criteria. The preferred format is to provide the requested information in a bulleted list or within a table as part of (or attached to) your cover letter.
2. Chronological resume covering your work experience and education.
3. EWU general employment application form.
4. A list of three professional references who can speak to your qualifications.
Eastern Washington University, in Cheney and Spokane, Washington, is a comprehensive university in a major urban community, serving a large traditional and non-traditional student population. Eastern Washington University provides high-quality liberal arts and professional education with co-curricular opportunities for its undergraduates and graduates. The university maintains a strong commitment to excellence in instruction, scholarship, and public service. Other programs continue to be integrated into the curriculum as the university responds to the ever-changing demographics of the Inland Northwest and the nation.

**BULLETIN INFORMATION:** This bulletin, which is published each Monday as positions become available, lists administrative, civil service, and coaching positions at Eastern Washington University. Applications will only be accepted for positions listed during the dates and times indicated on this bulletin.

Changes and/or modifications to this bulletin will be posted in the glass bulletin board on the first floor of Showalter Hall and outside of the Office of Human Resources, Showalter Hall, and Room 314. Applicants are encouraged to use the 24-hour job hotline at (509) 359-4390 for up-to-date information regarding positions available at Eastern Washington University or access our webpage at the address indicated below.

**NEW:**

**HUMAN RESOURCES WEBPAGE:** [http://www.ewu.edu/x4715.xml](http://www.ewu.edu/x4715.xml)

**MINIMUM QUALIFICATIONS:** Applicants must meet the minimum qualifications in order to be considered for any position listed. Meeting the minimum qualifications does not guarantee successful completion of the application process.

**SPECIAL ACCOMMODATIONS:** Eastern Washington University strives to satisfy all requests for special access needs for persons with disabilities. Requests for such accommodation are welcome and may be made by calling the office of Human Resources at the number listed below.

**QUESTIONS?** For questions regarding information contained within this employment bulletin please call (509) 359-2381.

Eastern Washington University operates under an approved Affirmative Action plan. In accordance with applicable Washington Administrative Codes, supplemental certification shall be used for hiring and promoting members of underutilized, protected groups into job classes/categories for which goals and timetables have been set. Eastern Washington University is committed to increasing the diversity of its faculty, staff, students, and academic program offerings and to strengthening sensitivity to diversity throughout the institution. We are an affirmative action/equal opportunity employer and applications from members of historically underrepresented groups are especially encouraged to apply.

The successful candidate will be required to show proof of eligibility to work in the United States pursuant to Immigration and Naturalization Services law.

Federal Regulations (34 CFR Part 668) require that all prospective employees be notified regarding the availability of the Campus Safety and Security Report. This report contains comprehensive information and statistics on campus crime and safety for the three most recent calendar years, as well as policies and procedures for reporting crimes, policies concerning the security of and access to campus facilities, policies concerning campus law enforcement, and campus safety and crime prevention programs. Information on this report is available upon request from the EWU University Police Department (509-359-6300) or from the EWU Web site ([http://www.ewu.edu/AdminGuide/PolSafety/](http://www.ewu.edu/AdminGuide/PolSafety/)).

**PLEASE POST AND DISTRIBUTE**

Division of Human Resources
Eastern Washington University
314 Showalter Hall
Cheney, WA 99004-2445
EASTERN WASHINGTON UNIVERSITY
OFFICE OF HUMAN RESOURCES

INSTRUCTIONS FOR APPLICANTS

PLEASE READ THESE INSTRUCTIONS CAREFULLY BEFORE COMPLETING THE APPLICATION PACKET FOR THIS POSITION.

APPLICATION PACKET: Each application packet will consist of an EWU Application for Employment, a resume, and a detailed cover letter. The resume must include at a minimum: education, certifications, and work history including titles held, key responsibilities, employers and their location (city/state). The cover letter should address the job duties and position requirements as described in the job posting, and should specify how you meet the position requirements and the experience you possess that is relevant to the job duties.

The complete application packet must be received in the Human Resources Office by the closing date shown on the recruitment notice. Applications mailed must be postmarked on the closing date and received within three days to be considered. There are no exceptions to this rule. Applications may be typed or handwritten, provided they are clear and legible.

Carefully review the job posting and all instructions contained within this Application packet before beginning. If you are required to include a resume as part of your Application packet, you will not need to complete the “Employment Record” section on the Application for Employment. All other sections of the Application for Employment are required. Sign your Application materials where required, and keep a copy of your entire Application packet. Eastern Washington University will not provide copies of Applications on file. Additional information may not be added to your application packet after the closing date.

MINIMUM QUALIFICATIONS: Before you submit your application, be sure that you meet the minimum qualifications stated in the recruitment notice and list all experience that shows you meet them. Applicants who do not meet the minimum qualifications will not have their supplemental information considered.

INTERVIEW/ORAL BOARD: If you are among the top group of applicants to be considered further, you may be invited to an interview/oral board. This will verify your background and experience as it relates to this position.

APPLICATION RESULTS: You will be notified in writing of the status of your application. If you have questions regarding your final status call the Office of Human Resources at (509) 359-2384 or email via hr@mail.ewu.edu. You may request a review of your application within 15 days after you are sent the results.

ELIGIBLE LISTS: If you meet the Minimum Qualifications and any other requirements as may be defined in the Selection Criteria, your name will be placed on the appropriate eligible list. This list will be used to fill openings in the job for which you applied.

Revised – 7/1/05
Position reports to:
Vice Provost: Grad Education, Research and Academic Planning and Evaluation

Primary purpose of position:
Serve as assistant to the Vice Provost for Graduate Education, Research and Academic Planning and Evaluation on all administrative matters within the vice provost’s unit.

List major responsibilities in order of importance and include a description of associated tasks identifying the essential function:

1. Manage the vice provost’s administrative office and provide executive level support for the vice provost. Essential (60%)
   a. Provide secretarial support for the vice provost. Answer phones, manage calls to the vice provost and direct calls to other units within the unit as appropriate to help insure timely and accurate responses to inquiries. Arrange appointments and manage the vice provost's calendar, manage and arrange meetings as requested. On occasion provide notes/summary/minutes for meetings that the vice provost attends, or that may require attendance by a representative from vice provost's in the dean's absence.
   b. Supervise professional and student support staff that are part of the unit and conduct evaluations, training and recommend disciplinary actions as appropriate for personnel who are being supervised.
   c. Serve as a resource for staff in within the vice provost’s unit. Provide support as needed through the student information system (Banner Student), calendar (Luminus) and other enterprise wide systems. Develop and maintain proficiency with these systems, including proficiency with new components of the enterprise system, such as Banner Finance, as needed to support the administrative effectiveness of the vice provost and the unit.
   d. Arrange travel for the vice provost as well as travel of others in the vice provost’s unit as requested. This may include visits to campus by program reviewers and other officials, arrangement of itineraries, and coordination of meetings.
   e. Advise vice provost as to space and equipment needs of the unit. Provide planning and budget support for renovation, remodeling, moving, etc., as may be needed by the unit.
   f. Maintain calendar and meeting schedule for vice provost and coordinate/facilitate various meeting as requested/needed. Arrange appointments and meetings with various external and internal constituents as requested.
   g. Serve as confidential support to vice provost, including matters involving students and personnel in the unit. This will include preparation of confidential memos and correspondence.
   h. Handle the day to day operations of the office of the vice provost.
2. Special projects, reports and other tasks as assigned by the vice provost or on the vice provost's behalf. *Essential (30%)*
   a. Maintain and organize various reports, data, procedures, and policy information on a wide range of unit responsibilities, including administration of graduate faculty, the academic integrity policy, program review, emergency management procedures, Graduate Affairs Council and Undergraduate Affairs Council policy.
   b. Assist with organizing the vice provost's work with various external and statewide organizations, such as the Joint Access Oversight Group, the Higher Education Coordinating Board, Northwest Commission of Colleges and Universities, Western Association of Graduate Schools.
   c. Compile and maintain budget information for individual units and personnel within the vice provost's area of responsibilities. Create and maintain spreadsheets to assist with budget planning. This may include budgeting support for significant university events such as the Student Creative Works and Research Symposium. Investigate and resolve discrepancies with budget expenditures (purchasing, payroll, vendors, etc.). Conduct typical budget responsibilities within the scope of signature authority on budgets for the unit.
   d. Serve as a liaison for communicating up and down the organization, including with executive administration and their staff and with directors and their staff in the vice provost's unit. This includes handling routine mail and correspondence for the vice provost.
   e. Maintain historical records as appropriate for the unit in compliance with records retention schedule. Maintain calendar and meeting schedule for vice provost and coordinate/facilitate various meeting as requested/needed.
   f. Participate in strategic planning and strategic plan implementation for the unit.

3. Provide administrative support for Graduate Studies office and Grants and Research office when necessary. *Essential (5%)*
## Personal Data

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<tr>
<th>Name</th>
<th>Street Address</th>
<th>City</th>
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<th>Zip Code</th>
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<th>Home Telephone</th>
<th>Business or Message Telephone</th>
<th>Who Referred You to Us?</th>
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Have you ever worked at this University or any other Washington State Agency?
- [ ] No
- [ ] Yes
  If yes, give Agency and Dates

Can you prove eligibility to work in the United States pursuant to Immigration and Naturalization Services law?
- [ ] Yes
- [ ] No

In case of emergency notify: Name, Address and Telephone

Name, Relationship, Position and Department of Relative(s) working at the University

## Education

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<tr>
<th>High School or Name of School Where GED Received</th>
<th>Institution and Location</th>
<th>No. of Years Attended</th>
<th>Degree or Diploma</th>
<th>Major</th>
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<th>Institution and Location</th>
<th>No. of Years Attended</th>
<th>Degree or Diploma</th>
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<th>Institution and Location</th>
<th>No. of Years Attended</th>
<th>Degree or Diploma</th>
<th>Major</th>
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<th>Technical, Business or Other</th>
<th>Institution and Location</th>
<th>No. of Years Attended</th>
<th>Degree or Diploma</th>
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## Military

Have you served in the Armed Forces?
- [ ] No
- [ ] Yes

| Branch | Entrance Date | Discharge Date | Total Active Duty Years/Mos/Days | Final Rank or Grade | Present Military Status | Veterans Discharged Honorably May Claim Veteran’s Preference. Do You Claim Such Preference?
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<td>[ ] No  [ ] Yes</td>
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Describe Your Duty Assignments

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Eastern Washington University is an affirmative action/equal opportunity employer and applications from members of historically underrepresented groups are especially encouraged.
**EMPLOYMENT RECORD**

List Present or Most Recent Employer First

Use Additional Sheet If Needed

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<tr>
<th>Employer</th>
<th>Firm Name</th>
<th>From Mo Yr</th>
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<th>Title and Duties</th>
<th>Reason for Leaving</th>
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Are you presently employed? □ No □ Yes

May we contact your employer(s)? □ No □ Yes

List Professional Licenses or Permits. Include Driver's License:

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<th>To Mo Yr</th>
<th>Title and Duties</th>
<th>Reason for Leaving</th>
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I certify that what is written on this form and the attachments is true to the best of my knowledge. Furthermore, I attest under penalty of perjury that my answer to the question regarding eligibility to work in the United States is true and correct. I authorize the University to obtain information from any source necessary for an employment decision. I understand that neither this document nor any offer of employment from the University constitutes an employment contract unless a specific document to that effect is executed by the University and employee in writing. If employed, I understand that false or misleading information given in my application materials or interviews may result in discharge. I understand, also, that I am required to abide by all University rules and regulations.

Signature ____________________________________________________ Date ____________________________________________

REFERENCES (Indicate references who have first-hand knowledge of your character, ability to work effectively with people, and other professional abilities.)

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<th>Name</th>
<th>Address and Telephone</th>
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1. Bonding requirements for certain positions require that the incumbent have no record of conviction of a felony. Would you be able to meet such a requirement? □ No □ Yes

2. If not, was the date of conviction within ten years of the date of this application? □ No □ Yes

If Question No. 2 was answered "Yes," please explain.

I certify that what is written on this form and the attachments is true to the best of my knowledge. Furthermore, I attest under penalty of perjury that my answer to the question regarding eligibility to work in the United States is true and correct. I authorize the University to obtain information from any source necessary for an employment decision. I understand that neither this document nor any offer of employment from the University constitutes an employment contract unless a specific document to that effect is executed by the University and employee in writing. If employed, I understand that false or misleading information given in my application materials or interviews may result in discharge. I understand, also, that I am required to abide by all University rules and regulations.

Signature ____________________________________________ Date __________________________
Eastern Washington University is an affirmative action employer. In order to assist us in meeting our affirmative action commitments and providing the necessary reports to federal and state agencies, we would appreciate you providing this information. All information will be maintained confidentially. Thank you for your cooperation.

Position Applying for: ____________________________________  Phone: _________________________________________________

Last Name: _____________________________________________  First Name: _____________________________________________

Street Address: ____________________________________________________________________________________________________

City: _______________________________  State: ___________  Zip: ______________  Sex: Male / Female  Age 40-70: Yes / No

Please describe yourself in terms of race, tribe, ethnicity and/or national origin:

Race/Tribe
☐ (597) American Indian/Native American
☐ (600) Asian/Pacific Islander (Circle One)
  Aleut
  Chinese
  Eskimo
  Filipino
  Japanese
  Hawaiian
  Korean
  Samoan
  Thai
  Vietnamese
  Other: ____________________________

☐ (800) White/Caucasian
☐ (870) African American/Black

☐ (999) No, not Hispanic
☐ (703) Yes, Hispanic (Circle One)
  Cuban
  Chicano
  Mexican American
  Mexican
  Puerto Rican
  Other: ____________________________

Complete the information below and provide a copy of your DD214 form if you wish to claim veteran’s preference:

Military Status
☐ Non Veteran
☐ (DO) Disabled Other Veteran
☐ (DV) Disabled Vietnam Vet
☐ (OV) Other Veteran
☐ (OV) Persian Gulf War Veteran
☐ (SV) Spouse of Deceased Vet
☐ (VV) Vietnam Era Veteran

Additional Military Info. (if you received a campaign badge/medal)
☐ (OV) Crisis in Lebanon
☐ (OV) Invasion of Grenada
☐ (OV) Operation Joint Endeavor
☐ (OV) Operation Just Cause
☐ (OV) Operation Restore Hope
☐ (OV) Operation Uphold Democracy

Dates of Active United States Military Service: _________________

Type and date of discharge: ________________________________

Education:
☐ (04) High School:
☐ (07) Associate:
☐ (08) Bachelor’s:
☐ (09) Master’s:
☐ (11) Other Doctorate:
☐ (12) Ph. D:
☐ (05) Vocational Certification

State: _____________________  Date: _____________________  Field: _____________________

Disabled Person:    Yes / No
☐ (1) Ambulatory/Mobility
☐ (2) Visual
☐ (3) Hearing
☐ (4) Mental/Psychological
☐ (5) Multiple Handicap
☐ (6) Other: ____________________________________________

COMPLETE UPON HIRING

Date of Birth: _____/_____/_____

Emergency contact name: __________________________________

Phone: _________________________________________________

Please keep my home address confidential:    Yes / No Please keep my home phone confidential:    Yes / No

Work Building: _______________________

Room: ______________________________

Mail Stop: ___________________________

Work Phone: _________________________

Work Fax: ___________________________

Email Address: _______________________

Revised June 2006