

Sonoma State University is committed to achieving excellence through teaching, scholarship, learning and inclusion. In line with our Strategic Plan and our Seawolf Commitment, our values include diversity, equity, sustainability, community engagement, respect, responsibility, excellence and integrity. We strive to cultivate a community in which a diverse population can learn and work in an atmosphere of civility and respect. We encourage innovation, experimentation and creativity, as well as contributions to equity and inclusion, in the pursuit of excellence for all members of our university community.

Position Purpose: Reporting to the Director, Northwest Information Center (NWIC), with additional lead work direction from the Administrative Support Coordinator and Researchers, the NWIC Document Processor and Administrative Assistant performs general office, clerical and secretarial support in support of the NWIC. Working under direct supervision with detailed instructions, the incumbent processes newly submitted historical resource reports and/or records into the NWIC's bibliographic and GIS database; assists in general office duties; and assists historical resources consultants conducting research at the NWIC.

Major Duties: Major duties of the position include, but are not limited to, the following:

- Input historical resource information into NWIC's GIS or database system;
- Word processing and database entry;
- Provide information regarding cultural resources and environmental/historic preservation laws as requested;
- Act as a contact point for clients and members of the general public;
- Gather data and prepare reports as requested.

Secondary Duties: Performs other secondary duties as assigned.

Work Environment: Duties will primarily take place in an office setting located off-campus at the Northwest Information Center, however additional duties may be performed in various locations on the Sonoma State University campus, including working both indoors and outdoors to support and participate in university activities and events. The normal work schedule is Monday through Friday aligned with regular campus hours. This is an hourly intermittent position. Your specific start time is determined by your Appropriate Administrator. As a non-exempt employee, any request for overtime will be specified and pre-approved by Appropriate Administrator. Evening and weekend hours may be required and will be specified only by the supervisor to meet operational needs. The incumbent must maintain regular and acceptable attendance at such levels as is determined by the Appropriate Administrator. This position may also be eligible to participate in the campus Telecommuting Program to engage in limited telecommuting as operationally feasible. The position may require occasional travel, by automobile and airplane, and overnight stay to travel to trainings and meetings off campus.

Minimum Qualifications: This position requires completion of a high school program or its equivalent and some experience in an office environment. A Bachelor of Arts degree or equivalent education and experience, and/or an internship at NWIC or 4 months records search training strongly preferred. Working knowledge of English grammar, spelling, and punctuation required. Beginning proficiency with computers and Microsoft Office and Google Suite and the ability to use standard office equipment, word processing and related computer software packages required. Knowledge of Adobe programs or Esri geographic information system program and familiarity with USGS topographic maps strongly preferred.

The incumbent must possess the ability to identify and solve standard problems and refer more complex problems to appropriate staff, perform basic mathematical functions; possess fundamental writing and presentation skills to effectively communicate standard information; ability to respond to routine inquiries and explain standard policies and procedures to others; efficiently and effectively organize and prioritize competing work demands, adapt to changing workload requirements while meeting deadlines.

Must have the ability to effectively communicate with all levels within the university and establish and maintain productive and effective, inclusive working relationships amongst diverse populations including staff, faculty, administration, students, and other internal and external constituents. Must be able to accept constructive feedback and work cooperatively in group situations.