

California State University, Fresno Foundation

ADMINISTRATIVE ASSISTANT – BAY AREA ACADEMY JOB ANNOUNCEMENT #22-329

POSITION SUMMARY:	<p>75% time (30 hours per week), benefited position for the California State University, Fresno Foundation. The Bay Area Academy (BAA) is a program of the College of Health and Human Services, Department of Social Work Education at California State University, Fresno. The California State University, Fresno Foundation provides employment and fiscal oversight for the Bay Area Academy. The BAA provides classroom training, coaching and organizational support to child welfare staff and other IV-E eligible agencies in 12 Bay Area counties.</p> <p>This position is part of the Fiscal Team and provides direct support to the Executive Leadership, Fiscal Team, and all Academy staff and is responsible for supporting the training efforts of the Academy, with duties to include: the timely distribution of contractual agreements, processing invoices, data entry, deliverable reporting and supporting the recruitment and selection processes.</p>
ESSENTIAL JOB FUNCTIONS:	<p>Under the general supervision of the Assistant Director, this position is responsible for the following:</p> <ul style="list-style-type: none"> • Provide Executive Leadership Team (ELT) and Fiscal Team administrative support. • Assist with submission of recruitment documentation including job requisition forms and position descriptions, scheduling interviews and facilitating onboarding and off-boarding processes as directed by ELT and in consultation with Auxiliary Human Resources. • Maintain and update internal policies and procedures including Operations Manual (as directed by ELT), Fiscal Manual, weekly Fiscal meeting agendas and meeting notes. • Review, distribute and document all Service Agreements and Confirmation Letters. • Data entry duties to include documentation of current and projected expenses into general ledger, tracking contractual agreements and invoices. • Initial preparation of all Payment Authorizations (PA). • Create and maintain a system of tracking monthly invoice submissions. • Collect, review, and submit all staff monthly timesheets. • Prepare deliverables spreadsheet for review and submission to the Foundation for invoicing purposes. • Provide pre-award tracking support to ensure timely execution of agreements and contracts with funders. • Receptionist duties including greeting staff and visitors at the BAA front desk and checking phone messages daily. • Monitor office supplies, assist in ordering and restocking duties as needed. • Monitor incoming inquiries from website and respond to or route to appropriate staff. • Other duties as assigned.
POSITION REQUIREMENTS:	<p><i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> <ul style="list-style-type: none"> • Bachelor’s degree from a four (4) year college or university: or completion of a high school diploma and two (2) years support experience in an office setting; or equivalent combination of education and experience. • Knowledge and use of standard office equipment, such as copy machine, fax machine, printers and scanners • Attention to detail • Strong organizational skills • Thorough knowledge of English grammar, spelling and punctuation • Proficient knowledge of Microsoft Word, Excel, Outlook, PowerPoint and Adobe Acrobat • Ability to communicate in a friendly and professional manner with internal and external constituents • Ability to maintain confidentiality when dealing with human resources-related processes

	<ul style="list-style-type: none"> • Ability to work in a fast-paced high volume environment • Demonstrated ability to work in a team-based environment and to work collaboratively with other professionals to complete assigned projects • Must possess a valid California driver's license, reliable vehicle, and valid insurance as travel may be required within the Bay Area and throughout the state.
COMPENSATION:	\$2,562.50 - \$2,812.50 per month, DOE. Salary will be commensurate and competitive with experience and qualifications. Benefits include health, dental, vision, life and 401(k), vacation, sick, and holiday pay.
DEADLINE:	Application review begins June 2, 2022; open until filled.
TO APPLY:	<p>Please visit the Auxiliary Human Resources page at https://auxiliary.fresnostate.edu/association/hr/ for job announcement and application. Applications may be mailed, emailed, faxed or delivered in person to:</p> <p>California State University, Fresno Auxiliary Human Resources 2771 E. Shaw Ave. (there is no suite number) Fresno, CA 93710 Fax: (559) 278-0988</p> <p>E-mail completed application & resume to: HRAUX@LISTSERV.csufresno.edu</p>

RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION

*California State University, Fresno is a smoke free campus. For more information, please click <http://fresnostate.edu/adminserv/smokefree/index.html>
Employment for this position is by the California State University, Fresno Foundation. This is not a State of California position.*

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY/ADA EMPLOYER

California State University, Fresno Auxiliary Services is proud to be part of the Fresno State community. As part of the campus community, Auxiliary Services follows the CSU policy that requires all faculty, staff and students who are accessing campus facilities at any university location to be immunized (fully vaccinated) against the virus that causes COVID-19. The policy does allow for medical or religious exemption from the immunization requirement. Auxiliary Services requires all of its employees to be fully vaccinated against COVID-19 or present a medical or religious exemption and any appropriate backup documentation. Fully vaccinated is defined as having received the dose at least 14 days prior to being on boarded, if selected. Current and new employees are required to adhere to this policy by September 30, 2021 and remain in adherence after that date.