

California State University, Fresno Foundation

ADMINISTRATIVE ASSISTANT – CAL-SOAP

JOB ANNOUNCEMENT #21-266

<p>POSITION SUMMARY:</p>	<p>Full time, benefited position for the Central California Student Opportunity & Access Program (Cal-SOAP), under the administrative direction of the California Student Aid Commission, through the California State University, Fresno Foundation. This is a one (1) year grant with annual funding through June 2021. Project continuation beyond June 30, 2021 is contingent upon renewed funding by the California Student Aid Commission.</p> <p>The mission of Central Valley Cal-SOAP is to educate, empower and encourage students and their families to access all opportunities to higher education. Cal-SOAP aims to raise the academic achievement and college/university enrollment levels of students from low-income households, elementary and secondary schools, geographic regions with documented low-eligibility and/or college participation rates, and students who are first in their families to attend college. Our vision encompasses a very strong collaborative effort with our partners to insure students' success through services such as: academic tutoring; advisement; college, test prep, financial aid, scholarship, transfer, and loan workshops; and college campus field-trips.</p>
<p>ESSENTIAL JOB FUNCTIONS:</p>	<p>Under the supervision of the Project Director, the incumbent will be responsible for the administrative office operations of Central Valley Cal-SOAP. Typical duties include, but are not limited to:</p> <ul style="list-style-type: none"> • Reception coverage, receive and refer all incoming calls, receive and direct office visitors in a professional and courteous manner. • Assist with the payroll process for regular and temporary staff by collecting timesheets, ensuring they are signed by the employee and supervisor, and submitting them to Auxiliary Human Resources/Foundation by the due date for processing. • Assist employees with new hire/re-hire forms; submit employee evaluations as needed; develop and maintain an Office Procedure Manual. • Responsible for composing, disseminating and processing all correspondence, mail, expenditures, invoices, and purchase orders in a timely manner. • Assure all financial accounts and transactions are in compliance with the Fresno State Foundation policy and the California Student Aid Commission policy. • Assist with staff travel arrangements; prepare and process travel applications and claims. • Prepare and process purchase requisitions and payment authorizations for supplies and program services. • Assist the Project Director with gathering data for the completion and submission of quarter and annual reports. • Assist with preparing and organizing staff meeting agendas and minutes. • Maintain office supply inventory including ordering supplies and equipment. • Assist with maintaining and updating the program website. • Present Cal-SOAP services to staff, students, parents, and the community during outreach and/or recruitment events, as needed. • Assist the Project Director and Program Coordinator in the planning and coordination of activities, events, workshops, field-trips, training sessions, etc. • Available to work some evenings and weekends as needed. • Carry out other duties as assigned.
<p>QUALIFICATIONS & EXPERIENCE:</p>	<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</i></p>

ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum requirements:

- Must have obtained a high school diploma or equivalent **with** one of the following:
 1. Associate of Arts/Science in Business Administration or related field and one (1) year of work experience in the field, **or**
 2. Certificate of Completion in Business Administration or related field and two (2) years of work experience in the field, **or**
 3. One (1) year of college with business related courses as main emphasis and three (3) years of work experience in the field, **or**
 4. A minimum of four (4) years of office manager/executive secretary/administrative assistant experience or related experience.
- Must have experience working in an office setting in a supporting role
- Must have outreach experience working with underserved populations
- Experience with time-sheet processing
- Experience reviewing application submissions to ensure all required documents are submitted and participating in interviews may be a requirement of the position, as directed.
- Must have purchasing experience: obtaining quotes, creating purchase orders, submitting reimbursements
- Must have prior experience tracking budgets and tracking expenditures to accounts utilizing Excel workbooks.
- Must have basic technology troubleshooting capabilities: computers, telephone systems, copying/printing machines, etc. and working knowledge of Google docs.
- Must have website maintenance experience
- Must have excellent time management skills: flexible and able to adjust priorities (multitask) as well as work under the pressures of deadlines
- Must be computer literate at a level sufficient to effectively carry out the responsibilities of the position: Microsoft Word, Excel, PowerPoint, and Canva
- To perform this job successfully, an individual should have a thorough knowledge of database; Internet; spreadsheet and word processing software
- Incumbent must have knowledge of standard office procedures and practices and the ability to work independently with little or no supervision on a daily basis
- Must possess a valid driver's license, reliable vehicle, and valid insurance when travel is required

Required Top Skills and Proficiencies:

- Bilingual
- Patient and professional
- Teamwork mentality and positive attitude
- Attention to detail and multitasker
- Ability to maintain discretion, confidentiality and judgment

SALARY/BENEFITS:	\$2,600.00 - \$2,773.33 per month. Salary will be commensurate with experience and qualifications. Benefits include health, dental, vision, life, and 401(K), vacation, sick, and holiday pay.
FILING DEADLINE:	Application review begins November 22, 2021; Open until filled.
TO APPLY:	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: California State University, Fresno

	<p>Auxiliary Human Resources 2771 E. Shaw Ave. (there is no suite number) Fresno, CA 93710 Fax: (559) 278-0988</p>
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Email completed application & resume to: HRAUX@LISTSERV.csufresno.edu

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/admainserv/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.