

California State University, Fresno Foundation

ADMINISTRATIVE SUPPORT COORDINATOR – CENTRAL CALIFORNIA CENTER FOR EXCELLENCE IN NURSING

JOB ANNOUNCEMENT #22-377

POSITION SUMMARY:	<p>Full-time, benefited position with the Central California Center for Excellence in Nursing through the California State University, Fresno Foundation. The Central California Center for Excellence in Nursing (CCCEN) is located within the Central California Center for Health and Human Services (CCCHHS), an ancillary unit of California State University, Fresno. The Central California Center for Excellence in Nursing's purpose is to provide strong, innovative, well-focused leadership that joins research, education, and the broadest range of health care resources to train and retain quality nurses to create a healthier Valley. The position is a full-time, non-exempt, benefited, grant funded position with the California State University, Fresno Foundation.</p>
ESSENTIAL JOB FUNCTIONS:	<p>The Administrative Support Coordinator will be responsible for the following duties:</p> <ul style="list-style-type: none"> • <u>Financials:</u> Preparation of reimbursements for staff; preparation of journal entries; tracking various expenses in databases; assist with the preparation/modification of budgets. Assist with cost center set-up and data entry. Assist with budget tracking and processing of paperwork for all Trust Accounts. • <u>Clerical Support:</u> Opening and closing the Center, answering phones; greeting customers; preparing meeting agendas and meeting notes; preparing various other external communication, including facilitating communication and networking between partners, this would entail sending out meeting reminders and notices and keeping contact list current; creating and editing standard spreadsheets; arranging travel and accommodations for staff; maintaining files and records, processing mail, gathering data, preparing standard reports. Collection and processing of all employee paperwork including Employee Information Sheets, Hourly Timesheets and Monthly Attendance Forms. Management of CCCEN website; updating pages with valuable information for community partners. • <u>Event Planning:</u> General event planning and coordination including researching and making recommendations regarding venue options for local and out-of-town events; Review contract requirements, assist with event details such as location, meeting facilities, media and security; compile attendee listings, send invitations and track responses. • <u>Offsite Responsibilities:</u> Travels to event venues; Dean's office and the Foundation for business related purposes. • <u>Director Support:</u> Assist in responding to emails between vendors and Faculty from the School of Nursing to help with the processing of financial paperwork (supply ordering, travel documents, Academic Service Partnership meetings). • Other duties as assigned.
QUALIFICATIONS & EXPERIENCE:	<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"> • High School Diploma or equivalent • Minimum of one (1) year of clerical experience • Associate of Arts degree or technical training is preferred • Knowledge of current office methods, procedures, and practices • Outstanding oral and written communications skills, including knowledge of English grammar, spelling, and punctuation • Demonstrated ability to: <ul style="list-style-type: none"> ○ Use standard office automation software including Microsoft Office and Microsoft Access; use of Adobe PageMaker and Illustrator are desirable. ○ Use the internet and e-mail functions ○ Perform arithmetic computations with minimal errors ○ Learn, independently interpret, and apply a variety of complex policies and procedures and identify deviations from policy

	<ul style="list-style-type: none"> ○ Apply effective listening, writing and oral skills and competence in interpreting and communicating procedures, policies, information, ideas, and instructions ○ Work effectively with faculty, staff and students from diverse ethnic, cultural, and socio-economic backgrounds ● A history of punctuality and positive performance reviews
SALARY/BENEFITS:	\$2,946.66 per month. Benefits include medical, dental, vision, life insurance, 401(k), vacation, sick and holiday pay.
DEADLINE:	Application review begins September 21, 2022; open until filled.
TO APPLY:	<p>Please visit the Auxiliary Human Resources page at https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html 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.