

California State University, Fresno Foundation

HUMAN RESOURCES ADMINISTRATIVE ASSISTANT – AUXILIARY HUMAN RESOURCES

JOB ANNOUNCEMENT #22-406

POSITION:	Full-time, benefited position available for the California State University, Fresno Auxiliary Human Resources Office. Under the direction of the Human Resources Manager, the Human Resources Administrative Assistant will assist with the day-to-day administrative tasks within the Human Resources/Payroll department. Position will continue based on positive performance and continued funding.
ESSENTIAL JOB FUNCTIONS:	<p>Under the supervision of the Human Resources and Payroll Manager, the incumbent will be responsible for the following typical responsibilities, which include but are not limited to:</p> <ul style="list-style-type: none"> • Provide customer service to a diverse population including Fresno State students, Faculty/Staff and non-Fresno State employees • Provide front line support for a wide range of administrative duties that includes, answering phones, greeting customers, etc. • Heavy data entry including entering new hires and employee transaction changes in the HRIS database • Create, assemble and distribute orientation/new hire packets and background authorization forms • Copy and/or file various forms including benefit bills, independent contractor applications, cell phone stipends, workers compensation, leave of absence, new hires and employee separations, etc. • Issue parking permit authorizations and staff ID applications • Complete employment verification requests for current and previous employees • Prepare various HRIS reports as directed • Prepare payment authorizations for payment of invoices as received • Order all supplies for department • Sort and date-stamp each piece of mail and distribute to the appropriate department or individual. • Performs general administrative support functions such as customer service, record-keeping, file maintenance • Support record retention maintenance by ensuring annual processing of separated employee files to various secure HR locations and annual warehouse records maintenance • Provide coverage for the Auxiliary Services reception desk as needed • Facilitate teamwork and team spirit among co-workers within department • Prepare written communications and maintain accurate records and documentation, including power point presentations, excel spreadsheets, word documents (flyers, memos, letters, etc.) • Operate standard office equipment including: computer, copier, fax machine, etc. • Assist with payroll functions when necessary, which may include communicating with employees/Project Directors regarding discrepancies, verifying forms, alphabetizing and check stuffing • Good attendance and observance of working hours, required to perform work in Auxiliary Services offices and campus • Special projects or 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 two (2) years of administrative work experience, preferably in the field of Human Resources.

COMPENSATION:	\$2,860.00 per month. Benefits include health, dental, vision, life insurance and 401K, vacation, holiday pay, and sick leave.
DEADLINE:	Application review begins immediately. 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 Avenue Fresno, CA 93710 Fax: (559) 278-0988</p> <p>Application & resume may be e-mailed 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.