

California State University, Fresno Foundation

OFFICE ASSISTANT – FRESNO STATE STUDENT HOUSING JOB ANNOUNCEMENT #22-376

POSITION & SUMMARY:	Full-time, benefited position for Fresno State Student Housing through the California State University, Fresno Foundation. Under the general direction of the Director of Housing, the Office Assistant is responsible primarily for accounts payable, purchasing, inventory and printing reports for Fresno State Student Housing (Housing). In addition, the incumbent is proficient with the following software applications; Microsoft Word, Excel and Data Base. The ability to learn new software programs as required for completion of job responsibilities (i.e. StarRez, JD Edwards and Kronos).
ESSENTIAL JOB FUNCTIONS:	<p>Under the direction of the Director of Housing, this position will be responsible for miscellaneous accounting duties within Housing. Typical duties include, but are not limited to:</p> <ul style="list-style-type: none"> • Responsible for ordering, receiving, and inventory of supplies and equipment for the following areas: Offices within Housing, Main Office, Copy Room, Marketing, Summer Conferences, Residence Life, Housekeeping, Maintenance, Resident rooms (furnishings), computer lab/reference library, recreation room, lobbies, storage room and pool/patio. • Obtain bids for print materials, deliver and pick up job from print/copy shop. • Reconcile petty cash/cash boxes for the office (Atrium Customer Service Desk). • Process and record all accounts payable, generate purchase orders, prepare authorizations for payment, match invoices and statements, and prepare invoices for payment. <p><u>Clerical Support:</u> Greet students and general public/answer questions. Utilize StarRez Microsoft Word, and Microsoft Excel in completion of daily assignments, and responsible for proper format accuracy, completeness, and proper routing of all copies.</p> <ul style="list-style-type: none"> • Assist Marketing/Residence Life with clerical needs. • Prepare and process STAR Registration Information. • Serve as back up person for Time and Attendance Report (Kronos) and workman's compensation. • <u>Office:</u> Answer phones, route calls (if Atrium Desk is on the phone), maintain filing system, receive, screen, and distribute office mail, handle routine and standard requests independently or within policies, make arrangements for Housing events (including arrangements with vendors), establish and maintain vendor files and contracts, make travel arrangements and process travel vouchers, update all First Aid kits (pool and desks), maintain MSDS binder, maintain liability binder, process requisitions (telephone, keys, ground, print, labeling, mailings). • <u>Residence Life:</u> Schedule interviews for Residence Life applicants, send out all hire/not hire correspondence for applicants. • 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 GED required • One (1) to three (3) months related experience and/or training • Must possess a valid driver's license, reliable vehicle, and valid insurance as travel may be a requirement of the position.
SALARY/BENEFITS:	\$16.00 - \$18.00 per hour, depending on experience and qualifications. Benefits include medical, dental, vision, 401K and life insurance; vacation, sick leave and holiday pay.
FILING DEADLINE:	Application review begins September 22, 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 style="padding-left: 40px;">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.