

California State University, Fresno Foundation

ADMINISTRATIVE ASSISTANT – CENTRAL CALIFORNIA EDUCATIONAL OPPORTUNITY CENTER (CCEOC)

JOB ANNOUNCEMENT #23-514

POSITION SUMMARY:	<p>Full time benefited position with Central California Educational Opportunity Center (CCEOC), a federally funded TRIO program through the California State University, Fresno Foundation. Under the supervision of the Director, the Administrative Assistant oversees and provides operational and administrative support to the program.</p>
ESSENTIAL JOB FUNCTIONS:	<p>Under the direction of the Director, the Administrative Assistant's typical duties include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • Maintains the program's database, a computerized file system involving participant eligibility, personal and demographic information and program services adhering to the University's Confidentiality Policy. • Performs data entry of participants' information onto database on a timely basis, along with updating their contact information as needed. • Creates and maintains office and program files; develops and processes program correspondence; schedules meetings and maintains program outreach material. • Maintains inventory of office supplies and student materials, and after approval from director, places orders for needed items through approved vendors. • Handles the processing of staff time sheets and travel forms for timely submission to the Foundation Payroll Department. • Prepares all program expenditure and reimbursement forms for processing by the Foundation Financial Services (FFS). • Maintains an internal fiscal tracking database of real time expenditures and encumbered funds by specific budget categories for reconciling with FFS. • Creates budgetary reports with actuals and projections as directed by director. • Oversees the public media marketing designed to promote the program within our target area, from audience focus, media selection and analysis of ROI of inputs (time & effort). • Coordinates the development and implementation of community events on and off campus which promote program services and performance goals, from scheduling, logistics, marketing, and ROI evaluation. • Reception and general office duties including greeting students and visitors, answering main office phone, taking messages, and handling of mail and items ordered. • Assists in the creation of various departmental reports, monthly and quarterly, as well as government/project reports as assigned. • Prepares desktop published quality materials for bulk printing (e.g., brochures, posters, applications, intake forms and associated project materials). • Assist outreach staff on community/school events or presentations, as time permits, if needed to meet performance goals. • Maintains program database and keeps current on others which are vital to program's performance outcomes, along with tracking changes to college admission websites. • Assist with maintaining and updating the program websites adhering to University Policies. • Assist director with outcome verification and completion of Annual Performance Report.
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> <p>Required:</p> <ul style="list-style-type: none"> • Must have obtained a high school diploma or equivalent with one of the following: • Associate of Arts/Science in Business Administration or related field and one (1) year of work experience in the field, or • Certificate of Completion in Business Administration or related field and two (2) years of work experience in the field, or • One (1) year of college with business related courses as main emphasis and three (3) years of work experience in the field, or • A minimum of four (4) years of office manager/executive secretary/administrative assistant experience or related experience.

	<ul style="list-style-type: none"> • Have comprehensive knowledge of office methods, procedures, practices, and a general understanding of the Confidentiality Policy related to educational institutions. • Must possess excellent oral and written communication skills. • Must be able to maintain a high level of professionalism and diplomacy and be able to work with a diverse population within the organization and from the local and campus communities. • Must have some experience with maintaining of budgets, fiscal recordkeeping and ordering and purchasing of supplies/materials. • Must be computer literate, knowledgeable of various software applications and be able to operate standard office equipment. • Requires strong interpersonal skills. • Ability to work independently and be self-motivated. • Must possess excellent organizational skills. • Must be flexible with the ability to organize multiple tasks and events, adjust priorities and work under pressure of deadlines. • Position requires the ability to troubleshoot minor computer and printer problems. <p>Preferred:</p> <ul style="list-style-type: none"> • Bilingual – proficiency in Spanish or a Southeast Asian Language • Candidates who have been successful in overcoming disadvantages representative of the CCEOC targeted population
SALARY/BENEFITS:	\$2,773.33 per month. Benefits include health, dental, vision and life insurance, 401(K), vacation, sick leave and holiday pay.
FILING DEADLINE:	Application review begins September 13, 2023; 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>Email 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.