

# **California State University, Fresno Foundation**

## **ADMINISTRATIVE ASSISTANT – EDUCATIONAL TALENT SEARCH**

**JOB ANNOUNCEMENT #25-672**

<b>POSITION SUMMARY:</b>	<p><b>Full-time, benefited position with the Educational Talent Search Program through the California State University, Fresno Foundation.</b> Educational Talent Search assists participants to continue and graduate from secondary school and to enroll in postsecondary educational programs. Services include academic planning, career counseling, financial aid orientation, pre-admission testing, and outreach assistance with postsecondary education. The Administrative Assistant will provide clerical, secretarial support, and light caseload management to staff and participants, under the supervision of the Director. Responsible for general office duties, including: receiving visitors, answering phones, providing program information, maintaining and ordering office supplies, dissemination and collection of program applications at school sites and special events, assisting with completing of student enrollments, scheduling student and staff appointments and creating and maintaining office filing system. Responsible for all data entry and over all maintenance and reconciliation of the data base system.</p>
<b>ESSENTIAL JOB FUNCTIONS:</b>	<p>Under the supervision of the Director, the incumbent will be responsible for the administrative office operations of Educational Talent Search. Typical duties include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• General office duties including reception, greeting visitors and students, answering phones, taking and distributing messages and making appointments for work group.</li> <li>• Maintain the program database, a computerized file system involving participant eligibility, personal information, demographic data, academic records, college and financial aid application information and program services as it relates to the grant and adhering to the University’s Confidentiality Policy.</li> <li>• Data entry of participants’ applications into database system.</li> <li>• Create and maintain office and program files, prepare and process correspondence, schedule meetings, take meeting minutes and maintain program outreach material.</li> <li>• Create various departmental reports, monthly and quarterly, as well as government/program reports.</li> <li>• Prepare desktop published quality materials for bulk printing (brochures, posters, applications, intake forms and associated project materials).</li> <li>• Prepare all purchase, payment, and travel forms for the Fresno State Foundation; and internal fiscal reports and maintaining expenditure records by specific budget category.</li> <li>• File and assist with monitoring expenditures of grant funds to meet the program budgetary needs.</li> <li>• Assist with the planning, developing, organizing and coordinating of events/campus visits on and off campus, which involves:             <ul style="list-style-type: none"> <li>○ Reserving charter buses and arranging lodging for staff and students</li> <li>○ Coordinating campus tours, meeting rooms and catering</li> <li>○ Preparing fliers, programs, award certificates and student packets</li> </ul> </li> <li>• Assist the College Counselors with weekly preparations to visit high schools.</li> <li>• Assist with dissemination of program information and applications to students at schools sites and special events.</li> <li>• Send mailings, text messages and voice recordings to participants and parents.</li> <li>• Maintain ETS social media sites, website and programming calendar.</li> <li>• Collect student applications and review for completion; make phone calls to students and parents to collect correct information.</li> <li>• Prepare file and route to College Counselor.</li> <li>• Train, assign work and supervise Student Assistant while monitoring his/her progress on assignments or projects given.</li> <li>• Keep the office clean, stocked and well organized.</li> </ul>

	<ul style="list-style-type: none"> <li>• Monitor office equipment and maintain inventory control of needed supplies.</li> <li>• Assist Director with objectives verification and completion of Annual Performance Report.</li> <li>• Other duties as assigned.</li> </ul>
<b>POSITION REQUIREMENTS:</b>	<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"> <li>• High School Diploma or equivalent <ul style="list-style-type: none"> <li>○ Associate of Arts/Science in Business Administration or related field preferred</li> </ul> </li> <li>• Minimum of two (2) years administrative experience with general knowledge of office methods, procedures and practices or a combination of education and experience</li> <li>• Possession of a valid driver's license, reliable vehicle, and valid insurance as travel may be required</li> <li>• Must possess excellent oral and written communication skills</li> <li>• Fluency in English and Spanish preferred</li> <li>• Must be able to maintain a high level of tact and diplomacy</li> <li>• Must be computer literate, knowledgeable of various software applications and be able operate and occasionally troubleshoot standard operating equipment</li> <li>• Highly proficient in typing, filing and information technology including MS Office Suite, internet usage/research, etc. (social media savvy a plus)</li> <li>• Strong interpersonal skills, including the ability to work with a diverse population within the organization and from the local, campus, and high school communities</li> <li>• Ability to work independently and be self-motivated</li> <li>• Must possess excellent organizational skills</li> <li>• Must be flexible with the ability to organize multiple tasks and events, adjust priorities and work under pressure of deadlines</li> </ul>
<b>COMPENSATION:</b>	<b>\$2,860.00 per month.</b> Benefits include health, dental, vision, life, 401(k), vacation, sick leave, and holiday pay.
<b>DEADLINE:</b>	Application review begins <b>February 7, 2025</b> ; open until filled.
<b>TO APPLY:</b>	<p>Please visit the Auxiliary Human Resources page at <a href="https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html">https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html</a> for job announcement and application.</p> <p>E-mail completed application &amp; resume to: <a href="mailto:auxiliary-hr@mail.fresnostate.edu">auxiliary-hr@mail.fresnostate.edu</a></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.

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