

California State University, Fresno Foundation

ADMINISTRATIVE SUPPORT ASSISTANT – SOUTHWEST REGIONAL FOOD BUSINESS CENTERS (JORDAN COLLEGE OF AGRICULTURAL SCIENCES AND TECHNOLOGY)

JOB ANNOUNCEMENT #24-643

POSITION SUMMARY:	<p>Part-time (25 hours per week), benefited position with the Jordan College of Agricultural Sciences and Technology (JCAST) under the California State University, Fresno Foundation. The Jordan College of Agricultural Sciences and Technology is dedicated to advancing instruction, research, and outreach endeavors aimed at enhancing the quality of life in the Central Valley, the state, and the world. Jordan College has joined forces with the University of California, Division of Agriculture and Natural Resources to steward the grant-funded Southwest USDA Food Business Center.</p> <p>The Administrative Support Assistant position provides clerical and media centric expertise and supports the Stakeholder Engagement Coordinator with administrative detail and grant deliverables. Typically, duties include supporting with workshops, events, and presentations, social media management, and assisting with fiscal/budget-related items. The Administrative Support Assistant reports to the Dean of the Jordan College of Agricultural Sciences and Technology, but receives lead work direction from the Stakeholder Engagement Coordinator.</p>
ESSENTIAL JOB FUNCTIONS:	<p>The Administrative Support Assistant will be responsible for the following duties. Duties include, but not limited to, the following:</p> <ul style="list-style-type: none"> • Coordination of resources for technical assistance workshops and events. • Knowledge sharing, data entry, spreadsheet preparation, record keeping, social media maintenance, team updating via media apps. • Assist with the preparation of mandated reports and presentations to highlight project outcomes and impacts. • Assist with monitoring budgets and tracking expenses; ensure program resources are allocated based on project objectives. • Collaborate with internal project personnel and external partners. • 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> <p>Required:</p> <ul style="list-style-type: none"> • Experience or knowledge in a discipline related to agriculture, food, humanities (music or art), computer technology, business, or general support with administrative details • Strong organizational, multitasking, and computer skills • Strong, professional written and verbal communication skills • Familiarity with common word processing and spreadsheet programs • Ability to maintain effective working relationships with the general public from diverse ethnic, cultural, and socio-economic backgrounds • Ability to work in a fast-paced environment with frequent interruptions while prioritizing multiple assignments and be responsive to short-notice requests and deadlines • General understanding of personnel rules and confidentiality • Must possess a valid driver’s license in good standing, reliable vehicle, and valid insurance as travel is required within the State of California <p>Preferred:</p> <ul style="list-style-type: none"> • AA or equivalent • Experience working in an administrative capacity
SALARY/BENEFITS:	<p>\$2,106.70 per month (at 25 hours per week). Benefits include medical, dental, vision, life insurance, 401(k), vacation, sick and holiday pay.</p>

DEADLINE:	Application review begins <u>October 1, 2024</u>. Position will remain open until filled.
TO APPLY:	Please visit the Auxiliary Human Resources page at https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html for job announcement and application. E-mail completed application & resume to: auxiliary-hr@mail.fresnostate.edu

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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