

California State University, Fresno Foundation

ADMINISTRATIVE ASSISTANT – START PROGRAM

JOB ANNOUNCEMENT #26-829

POSITION SUMMARY:	Full-time, benefited position with the Strengthening Advising Strengthening Results (START) Program through the California State University, Fresno Foundation. Under the general direction of the Program Chair, Provost and Vice President for Academic Affairs, and Program Director. The Administrative Assistant of the Start Program is responsible for providing a broad range of administrative and operational support for the Program Director and Staff to ensure the success of the Start Program. The Start Program is a research study aimed at expanding strong evidence in six studies from the U.S. Department of Education’s What Works Clearinghouse (WWC), established by the Institute for Education Sciences (IES), which is the nation's primary source for research, evaluation and statistics that can help improve outcomes for all students. The Program will support all students assigned to Start Academic Counselors through sustained, strategic, integrated, proactive, and personalized (SSIPP) advising. The Start Program also expands upon evidence-based practices in the WWC Practice Guide: Effective Advising for Postsecondary Students. The Start Program will be implemented on a four year grant.
ESSENTIAL JOB FUNCTIONS:	• Provide comprehensive administrative and operational support to the Start Program Director and Staff, ensuring effective coordination and execution of program objectives. • Provide logistical support for events, workshops, trainings, meetings, and student engagement activities, including reservations, catering requests, materials, registration, communications, and day-of support. • Provide administrative support for financial transactions, including budget and expenditure tracking, purchase orders, payment authorizations, invoices, reimbursements, and other routine transactions. • Provide administrative support for procurement activities, including obtaining required quotes, preparing purchase requests, processing invoices, and communicating with vendors, University, and Foundation departments regarding routine transactions. • Provide administrative support for personnel and payroll processes for Program Staff by collecting and organizing documentation in accordance with established procedures. • Provide administrative support for program-related travel processes, including collecting and submitting authorizations, forms, supporting documentation, and reimbursement materials in accordance with established procedures. • Maintain accurate fiscal, procurement, administrative, and program records and supporting documentation in accordance with University, Foundation, and federal grant requirements. • Assist in the planning and implementation of team programs, events, and communications by providing resources and administrative support as needed. • Track program timelines, milestones, deliverables, and action items to support the timely completion of program activities. • Coordinate routine communications among program team members and assist with meeting schedules, materials, and follow-up on action items. • Prepare and support program communications and outreach materials, including emails, newsletters, flyers, presentations, digital content, social media, and event promotions. • Attend regular Start Program meetings with the Program Director. • Perform related duties as assigned.

POSITION REQUIREMENTS:	<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> Required: • Associate degree or equivalent technical training required. • Two years of administrative support experience, with responsibilities related to managing or monitoring a budget, maintaining documentation, and/or other related tasks. Preferred: • Bachelor's Degree in Education, Sociology, Psychology, or in any related field. • One year of experience in student services, or a combination of relevant graduate coursework and training may substitute for the one year of experience. • Proven ability to analyze, evaluate, set priorities, manage multiple programs and tasks, and meet deadlines. • Excellent written and oral communication, and strong interpersonal skills. • Exceptional organizational skills including attention to detail, maintaining accurate records, including maintaining accurate records and managing multiple activities. • Must have computer skills at a level sufficient to effectively and efficiently carry out the responsibilities of the position (MS Office applications, Google applications, Adobe applications, Excel, PowerPoint, social media, email, and internet usage). • Demonstrated knowledge of and sensitivity to the issues and needs of students, along with familiarity with campus and community resources. • Demonstrated ability to work with students, staff, and faculty from diverse ethnic, cultural, and socio-economic backgrounds. • Willingness to travel to various sites, and availability for evening, extended workdays, and occasional weekend commitments. • Must pass a criminal background check and fingerprinting with the Department of Justice. • Must possess a valid Driver's License, valid car insurance, clean driving record, and reliable vehicle as travel is a requirement of the position.
COMPENSATION:	\$3,914.83 per month (\$46,977.96 annually). Benefits include health, dental, vision, life and 401(k), vacation, sick, and holiday pay.
DEADLINE:	Application review begins August 28, 2026. 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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