

# California State University, Fresno Foundation

## ADMINISTRATIVE ASSISTANT – START PROJECT

### JOB ANNOUNCEMENT #25-668

<b>POSITION SUMMARY:</b>	<p><b>Full-time, benefited position with the Strengthening Advising Strengthening Results (START) Project through the California State University, Fresno Foundation.</b> Under the general direction of the Project Chair, Provost and Vice President for Academic Affairs, and Project Director/ Project Investigator. The Project Administrative Assistant of the START Project is responsible for providing a broad range of administrative and operational support for the Project Director, Project Chair, and Project Advisors to ensure the success of the Project.</p> <p>The START Project 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 Project will support all students assigned to START advisors through sustained, strategic, integrated, proactive, and personalized (SSIPP) advising. The START Project also expands upon evidence-based practices in the <i>WWC Practice Guide: Effective Advising for Postsecondary Students</i>. The START Project will be implemented on a four year grant.</p>
<b>ESSENTIAL JOB FUNCTIONS:</b>	<ul style="list-style-type: none"> <li>• Provide comprehensive administrative support to the Project Director and Project Chair, ensuring effective coordination and execution of project objectives.</li> <li>• Provide comprehensive administrative support to Project Advisors as they coordinate all meetings and events, while systematically tracking student participation data to evaluate engagement and improve future initiatives.</li> <li>• Manage Project budget forms, such as purchase orders, payment authorizations, travel forms, etc. ensuring timely processing and compliance with organizational guidelines.</li> <li>• Maintain accurate records and documentation of Project performance as supportive documentation for the US Department of Education audits and progress reports.</li> <li>• Assist in the planning and execution of team projects, events, and communication, providing resources and support as needed to ensure project success.</li> <li>• Track and monitor project timelines, milestones, and deliverables.</li> <li>• Coordinate communications among team members to ensure alignment and the timely completion of project tasks.</li> <li>• Attend regular meetings with the START Project held by the Project Director.</li> <li>• Perform related 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> <p><b>Required</b></p> <ul style="list-style-type: none"> <li>• High School Diploma or GED.</li> <li>• Two years of administrative support experience, with responsibilities related to managing or monitoring a budget, maintaining documentation, and/or other related tasks.</li> </ul> <p><b>Preferred</b></p> <ul style="list-style-type: none"> <li>• Bachelor’s Degree in Education, Sociology, Psychology, or in any related field.</li> <li>• One year of experience in student services, or a combination of relevant graduate coursework and training may substitute for the one year of experience.</li> <li>• Proven ability to analyze, evaluate, set priorities, manage multiple projects and tasks, and meet deadlines.</li> <li>• Excellent written and oral communication, and strong interpersonal skills.</li> <li>• Exceptional organizational skills including attention to detail, maintaining accurate records, including maintaining accurate records and managing multiple activities.</li> <li>• Must have computer skills at a level sufficient to effectively and efficiently carry out the</li> </ul>

	<p>responsibilities of the position (MS Office applications, Google applications, Adobe applications, Excel, PowerPoint, social media, email, and internet usage).</p> <ul style="list-style-type: none"> <li>• Demonstrated knowledge of and sensitivity to the issues and needs of students, along with familiarity with campus and community resources.</li> <li>• Demonstrated ability to work with students, staff, and faculty from diverse ethnic, cultural, and socio-economic backgrounds.</li> <li>• Willingness to travel to various sites, and availability for evening, extended workdays, and occasional weekend commitments.</li> <li>• Must pass a criminal background check and fingerprinting with the Department of Justice.</li> <li>• Must possess a valid Driver's License, valid car insurance, clean driving record, and reliable vehicle as travel is a requirement of the position.</li> </ul>
<b>COMPENSATION:</b>	<b>\$3,914.83 per month (\$46,977.96 annually).</b> Benefits include health, dental, vision, life and 401(k), vacation, sick, and holiday pay.
<b>DEADLINE:</b>	Application review begins <b>February 3, 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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