

California State University, Fresno Foundation

ADMINISTRATIVE COORDINATOR – MESA UNIVERSITY PROGRAM

JOB ANNOUNCEMENT #24-593

POSITION SUMMARY:	<p>Full-time, benefited position with the Lyles College of Engineering through the California State University, Fresno Foundation. The Administrative Coordinator is a full-time benefited position with the Student Services Center of the Lyles College of Engineering, through California State University, Fresno Foundation. This position is grant funded and employment is contingent upon availability of grand funds.</p> <p>The Administrative Coordinator will manage administrative duties of the Student Services Center of the Lyles College of Engineering and work collaboratively with LCOE faculty and staff and external Fresno State partners on student recruitment and retention programs and activities. The Administrative Coordinator will also be responsible for providing other program coordination and support.</p> <p>Such duties include but are not limited to record organizing, filing and retrieval, management of confidential student information, calendar management and scheduling, manage purchases and reimbursements, assist with meeting preparation, data analysis and report preparation, support the department with event preparation logistics, web content updates, response to visitor, guest calls and/or visits, and providing other administrative support as needed.</p>
ESSENTIAL JOB FUNCTIONS:	<p>Administrative Support:</p> <ul style="list-style-type: none"> • Coordinates administrative duties for the Pathways: Student Services program office, including analyzing and organizing complex flow of information for best use of time and resources; records filing and retrieval; and ensure LCOE is kept abreast of pertinent information. • Independently manages the program’s complex calendar. Prioritizes and schedules appointments for the program’s office and others in the Lyles College of Engineering with a diverse group of people (many with equally complicated schedules). Determines when meetings or appointments can be changed to accommodate the program’s needs or when a matter of greater urgency requires immediate attention. • Manages mail and phone, and email communications. Screens and reviews; follows up on deadlines; initiates or recommends action; drafts replies for signature, and/or researches subject with appropriate faculty, staff or student. • Assists in preparing for meetings by anticipating various needs for information and independently gathering, evaluating, analyzing, and preparing data/information from a variety of sources. Prepares draft reports, presentation material and other information. • Coordinates purchases for the Pathways: Student Services program per University policies and procedures. Processes and prepares accounting forms such as invoices, purchase orders, and check requests. Work with the Lyles College of Engineering Dean’s office staff to process invoices and payments to vendors. • Manages and analyzes all expense reimbursements for Pathways: Student Services program by utilizing the appropriate university forms and policies. Track expenses. • Establishes and maintains a variety of business subject files and chronological files for the office by creating new files as needed, and filing correspondence, reports, directives, publications and invoices in a timely manner. • Collaborates with the LCOE Communications office to market and publicize outreach efforts, recruitment and retention initiatives. • Provides content for the OAI webpage and social media channels with regular updates to maintain relevancy. • Serves as primary point of contact for the LCOE Student Services Office in person and virtually by demonstrating professional demeanor at all times to staff, faculty, students and other partners; direct to appropriate staff and locate, if necessary. <p>Student Recruitment and Retention Program Coordination:</p> <ul style="list-style-type: none"> • Works collaboratively with LCOE academic departments, other university offices, and external partners to administer recruitment and application process for programs and activities to recruit and retain students into the engineering, construction management, and architectural studies majors. • Handles all logistical arrangements including investigating and scheduling the use of appropriate facilities, audio-visual, media services, rental or purchase of equipment and other necessary vendor services and supplies.

	<ul style="list-style-type: none"> • Manage invitation and RSVP process for programs and activities, including notifications or other information pieces, confirmations and guest list. Involves diligent follow-up and careful record keeping. • Organizes applications, reviews, and provides analysis and well-organized reports, summaries, and correspondence to program staff. • Communicates with applicants and external partners about program application, program activities, and deadlines. • Manages and tracks program supply inventory, including submitting purchase orders to Lyles College of Engineering Dean’s Office, Accounting Office and Purchasing Office. • Supports over 30 LCOE student organizations. Organizes and maintains executive board member contact lists and serves as the main contact for board members regarding room reservations, access to study spaces, and dedicated student group facilities. • Responsible for developing and implementing efficient methods to record student engagement in the Pathways: Student Services Center, including tracking number of student visits by gender, major, year in school, tutoring needs, etc. Continuously evaluates and adjusts processes as necessary and prepares an annual end-of-year report. <p>Other Projects as Assigned:</p> <ul style="list-style-type: none"> • Coordinates core communication services for the Pathway: Student Services program that include creating and disseminating the weekly video, creating and overseeing a robust social media strategy, contribute to the maintenance of the Pathways: Student Services website, and developing marketing materials and resources. • Responsible for coordinating core tutoring services, including maintaining and distributing accurate tutoring schedules, communicating with the undergraduate academic facilitators, organizing logistics. Assists with the recruitment, hiring, training, and advising of undergraduate student staff that support all student support services programs. • Supports undergraduate staff, including approving time-reports, providing training as necessary, and assessing student development and progression. Meets with student staff periodically to facilitate student development in leadership, communication skills, project coordination and establishing project goals.
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<p>QUALIFICATIONS & EXPERIENCE:</p>	<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"> • Bachelor’s Degree • Minimum of three (3) years of experience with administrative support (calendar, travel, arrangements, meeting scheduling receptionist, etc.), preferably in Student Affairs or related setting in an academic institution of higher learning with an emphasis on working with diverse populations. • Excellent oral and written communication skills to interact and build positive relationships with students from diverse backgrounds, administrators, program staff and faculty across disciplines, donors and industry constituents. • Ability to organize a diverse workload, to prioritize projects, and to establish strategies and action plans to achieve targeted objectives and solve-problems in a strategic manner. • Demonstrated ability to prioritize workload; ability to work independently and use initiatives, as well as collaborate with LCOE faculty, staff, and students to achieve defined goals. • Use initiative to organize and follow through with complex tasks to meet deadlines. • Excellent computer skills Windows OS and software programs, including internet, Microsoft Word, Excel, PowerPoint, and Outlook, and other productivity tools. • Demonstrated skills in project management, organization, and time management. • Ability to research, properly evaluate information, and prepare concise, well organized reports, summaries, and correspondence. • Skill in writing and editing grammatically correct business correspondence such as brief memoranda and letters from written or oral instructions • Skill in editing, proofreading and preparing documents with ability to be attentive to detail. • Experience coordinating student programs and events and working with vendors. • Ability to establish and maintain effective working relationships and to exercise judgment, tact, and professionalism in interactions with colleagues, faculty, staff, students, campus and non-campus administrators and business and community leaders, and representatives from other institutions and organizations.
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	<ul style="list-style-type: none"> • Proven ability to manage and prioritize a workload with multiple deadlines, frequent interruptions, and changing priorities. • Knowledge of California State University accounting policies and skill in preparing accounting forms such as invoices, travel vouchers, purchase orders, and check requests. • Understanding and knowledge of the requirements for admission to colleges and universities. <p>Preferred:</p> <ul style="list-style-type: none"> • Experience in communications and graphics design preferred. • Experience/expertise working with students with an interest in engineering, construction management, architectural studies students is a plus.
SALARY/BENEFITS:	\$3,750 per month. Benefits include medical, dental, vision, life insurance, 401(k), vacation, sick and holiday pay.
DEADLINE:	Application review begins April 9, 2024 . Position will remain open until filled.
TO APPLY:	<p>Please visit the Auxiliary Human Resources page at https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html for job announcement and application.</p> <p>E-mail 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.

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