

California State University, Fresno Foundation

INTERNAL APPLICANTS ONLY

ADMINISTRATIVE ASSISTANT – PROJECT REBOUND

JOB ANNOUNCEMENT #25-705

POSITION SUMMARY:	<p>Full-time, 12-month position with the Project Rebound (PR) Program through the California State University, Fresno Foundation. Position is currently funded through June 2026. PR is a state funded program that has served students since 2016 and provides intensive academic and career-oriented services to formerly incarcerated students matriculated into 20 of the CSU campuses. The overall mission of the program is two-fold: to provide students with the necessary support to persist and graduate from the university; and to identify barriers to successful reintegration and assist students to overcome them.</p> <p>The Administrative Assistant will provide essential clerical and administrative support to PR generally, under the direction of the Executive Director. This role is responsible for a wide range of office duties, including the scheduling appointments for students, staff, and guests; welcoming visitors; answering phone inquiries; providing program information; maintaining office supplies, and managing the dissemination and collection of program applications and related materials.</p> <p>Additional responsibilities include; creating and maintaining organized filing systems; recording and tracking budgetary expenses; and performing data entry along with overall maintenance and reconciliation of the program's database.</p>
ESSENTIAL JOB FUNCTIONS:	<p>Under the direct supervision of the Executive Director, the incumbent will provide all administrative, clerical and office support to the PR Executive Director and staff.</p> <p>Duties and responsibilities include, but are not limited to:</p> <ul style="list-style-type: none"> • Assist in monitoring and maintaining a balanced budget; process all budgetary transactions, verified by the Executive Director. • Presence at the office during designated office hours based on university guidelines, greeting visitors and students, answering phones, taking and distributing messages and making appointments for Staff and Director • Assist with the completion and timely submission of the Project Rebound periodic data, expenditure, and annual reports. • Maintain the program student database. • Oversee the preparation, dissemination, and processing all correspondence completed by student staff. • Create, organize and update student and program files, assist in preparation of fiscal, statistical and program reports. • Assist the Program Director and Coordinators with administrative duties related to their specific roles; such as; housing, events, workshops and case management. • Assist with the payroll process for regular and temporary staff by collecting timesheets, ensuring they are signed by the employee and supervisor, and submitting them to Auxiliary Human Resources/Foundation or Stateside Human Resources by the due date for processing. • Monitoring office equipment, supplies and inventory control • Provide general information regarding the program and its services to a variety of sources of inquiry, as appropriate • Be knowledgeable of and provide pertinent information to students, regarding reentry challenges • Create, edit and maintain program literature and documentation • Train, supervise student staff, support program staff as needed

	<ul style="list-style-type: none"> • Available to work some evenings or weekends if necessary • Carry out 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> <ul style="list-style-type: none"> • High school diploma or equivalent required. Bachelor's degree preferred. • Minimum of two (2) years of administrative support experience. Equivalent combination of higher education and experience will be considered. • Office Procedures: General knowledge of office methods, procedures, and practices, with a focus on efficiency and organization. • Technical Skills: Proficient in various software applications, particularly Google Suites, Microsoft Suites, and able to operate and troubleshoot standard office equipment. • Organizational Skills: Excellent organizational abilities with a keen attention to detail and the ability to manage multiple tasks and deadlines. • Communication Skills: Exceptional oral and written communication skills, with the ability to clearly articulate information and respond to inquiries in a professional manner. • Policy Interpretation: Ability to read, analyze, and interpret university policies, fiscal forms, and other related documents. • Professionalism: Must demonstrate a high level of tact, diplomacy, integrity and professionalism when interacting with a diverse range of individuals from varying backgrounds. Ensure student information is handled confidentially and in compliance with FERPA (Family Educational Rights and Privacy Act) and university policies. • Collaboration and Relationship-Building: Ability to establish and maintain positive working relationships with program staff, students, university colleagues, and the general public. • Adaptability: Must be flexible and capable of adjusting priorities as needed, while working under the pressure of deadlines and in a fast-paced environment. • Lived Experience Preference: Preference will be given to candidates with lived experience in the Criminal Justice System. • Knowledge of Fresno State Systems: Preference will be given to those candidates familiar with and able to navigate Fresno State's internal systems and procedures.
SALARY/BENEFITS:	\$3,333.33 per month. Benefits include health, dental, vision, 401K and life insurance, vacation, sick leave, and holiday pay.
DEADLINE:	Application review begins <u>May 27, 2025</u>. 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: auxiliary-hr@mail.fresnostate.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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