

California State University, Fresno Foundation

ADMINISTRATIVE SPECIALIST – CENTRAL VALLEY HIGHER EDUCATION CONSORTIUM (CVHEC)

JOB ANNOUNCEMENT #24-582

POSITION SUMMARY:	<p>Full-time, benefited position with the Central Valley Higher Education Consortium through the California State University, Fresno Foundation. The Central Valley Higher Education Consortium (CVHEC) is a 501(c)3 incorporated non-profit regional consortium of 28 higher education institutions representing a nine-county region from San Joaquin County to Kern County with the mission of increasing the degree attainment rate of the region. The consortium is composed of accredited public and private colleges, universities, and community college district members. CVHEC was founded in 2002 by then Fresno State President John D. Welty along with 18 college and university leaders. Today, it is a 28-member strong consortium. Jointly, the consortium members serve over 250,000 students in California’s nine-county region known as the Central Valley.</p> <p>Under the direction of the Operations and Finance Manager and the Executive Director, the CVHEC Administrative Specialist will oversee and provide high-level support in all consortium administrative needs, budgeting, and special events/meetings.</p>
ESSENTIAL JOB FUNCTIONS:	<p>The Administrative Specialist will be responsible for the following duties:</p> <p><u>Financials</u></p> <ul style="list-style-type: none"> • Monitor the budget and provide reports under the direction of the Operations and Finance Manager, including tracking income and expenditures. • Coordinate reimbursements for staff; tracking various expenses in database; assist with the preparation/modification of budgets. • Create and manage invoices, both accounts receivable and accounts payable • Monitor documents such as contracts and budget revision as they go through the approval process. • Ensure adequate record keeping and payroll processing request reimbursements from Foundation and serve as liaison with Foundation Financial Services. • Timely processing of consultant stipends <p><u>Event/Meeting Planning</u></p> <ul style="list-style-type: none"> • Plan and coordinate all events including research and recommending venue options for local and out-of-town events. • Responsible for planning event details such as location, meeting facilities, media/technology and security; compile attendee listings, send invitations and track responses. • Coordinate internal and external meetings including staff meetings, virtual meetings/zoom, and one-on-one meetings. • Take detailed meeting/event notes and follow-up with attendees for completion of action items. • Create agendas and appropriate materials in a timely manner ahead of meeting and events. • Review and monitor agendas and meeting notes for grammar, typos, and consistent formatting. • Review and monitor contract requirements, • Work closely with CSU Fresno foundation and venues to route event contracts for signature • Organize, order and/or purchase meeting supplies and materials. • Create and maintain internal procedures documents for staff training sessions <p><u>Executive Director Support</u></p> <ul style="list-style-type: none"> • Organizing meetings and appointments for Executive Director • Write reports and responding to other communications, i.e. emails. • Responsible for all travel detail needed for Executive Director <p><u>Administrative:</u></p> <ul style="list-style-type: none"> • Prepare various external communication, including facilitating communication and networking, sending out meeting reminders and notices and keeping contact lists current • Create and edit standard spreadsheets • Arrange travel and accommodations for CVHEC staff and consultants • Maintain the annual CVHEC calendar in collaboration with leadership.

	<ul style="list-style-type: none"> Oversee all general administrative responsibilities in the office as needed including: maintaining files and records, processing mail, gathering data, preparing standard reports, assisting customers and clients as needed. Coordinate the day-to-day function of the office; model superior customer service to staff, faculty and constituents while maintaining a professional demeanor. <p>Offsite Responsibilities</p> <ul style="list-style-type: none"> Travels to event venues; President’s office, mail stop, and the Foundation for business related purposes. Other travel as directed. <p>Other duties as assigned.</p>
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"> Bachelor’s (B.A.) degree or equivalent combination of education and experience Minimum of two (2) years of administrative experience, including experience working with budgets or financial data Experience with event planning/coordination Prior work in the education field desired. Outstanding verbal and written communications skills, including knowledge of English grammar, spelling and punctuation Demonstrated ability to: <ul style="list-style-type: none"> Use standard office automation software including Microsoft Office and Asana Use Excel spreadsheets to track budgets and expenses Communicate clearly and effectively both in-person and virtually to a diverse population including faculty, staff, students, campus administrators, and the greater community Apply effective listening, writing and oral skills and competence in interpreting and communicating procedures, policies, information, ideas and instructions Exercise professionalism, tact, and a high-level of discretion and confidentiality Work effectively with others from diverse ethnic, cultural, and socio-economic backgrounds Self-driven, highly motivated, kind, ethical, and adaptable. Highly organized, a problem solver, and a self-starter who requires little to no supervision. Detail oriented without ever losing sight of the big picture. A person of unquestionable integrity. Flexible as tasks change from day to day, week to week, and month to month. Thrive in a fast-paced environment Ability to multi-task and handle multiple responsibilities, requests, and calendars at the same time Someone who takes pride in themselves and their work product. Follow-through all projects from inception through completion
SALARY/BENEFITS:	\$4,333.33 per month. Benefits include medical, dental, vision, life insurance, 401(k), vacation, sick and holiday pay.
DEADLINE:	Application review begins March 18, 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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