

California State University, Fresno Foundation

ADMINISTRATIVE SUPPORT COORDINATOR – FRESNO STATE STUDENT HOUSING

JOB ANNOUNCEMENT #24-636

POSITION SUMMARY:	<p>Full-time, benefited position for Fresno State Student Housing through the California State University, Fresno Foundation. Fresno State Student Housing is a dynamic and comprehensive living and learning community where student residents have the opportunity to enhance their college experience. Fresno State Student Housing gives students the benefit of living at the heart of university life, the convenience of close proximity to classes and academic resources, and a secure and safe environment 24 hours a day, 7 days a week.</p> <p>The Administrative Support Coordinator will provide customer service and administrative support for the day-to-day operations of Fresno State Student Housing. The Administrative Support Coordinator is responsible for supporting with basic accounting forms and must have the ability to complete tasks accurately and with acute attention to detail. The incumbent is expected to be able to multi-task in a busy work environment and handle assigned projects with minimal supervision. Understanding and skill in using standard office technology (i.e. Microsoft Office Suite, Google email/calendar, Adobe products, housing-specific software, and/or graphics programs) is critical. Due to the nature of issues/activities handled in Housing, the incumbent must use considerable judgment, discretion, and care in handling confidential issues, and elevate more complex matters to senior staff when appropriate.</p>
ESSENTIAL JOB FUNCTIONS:	<p>Under the direction of the Director of Housing, the Administrative Support Coordinator is responsible for the following. Typical duties include, but are not limited to:</p> <ul style="list-style-type: none"> • Responsible for ordering, receiving, and inventory of supplies and equipment for the following areas: Offices within Housing, Main Office, Copy Room, Marketing, Summer Conferences, Residence Life, Housekeeping, Maintenance, Resident rooms (furnishings), computer lab/reference library, recreation room, lobbies, storage room and pool/patio. • Provide the highest level of customer service/support to visitors and callers; handle matters with discretion, and elevate to senior staff when appropriate. • Obtain bids for print materials, deliver and pick up materials or orders from print shop. • Reconcile petty cash for the office (Atrium Customer Service Desk). • Prepare payment authorizations and match invoices and statements. • Prepare invoices for data entry for A/P processing, request purchase orders, and review statements to ensure payments are current. • Support with engagement agreements for DJs, performers, and/or other special events. • Track agreements with vendors (i.e. pool service, janitorial, etc.), and monitor expiration/renewal dates. • Utilize StarRez, Word, and Excel in completion of daily assignments, and responsible for proper format accuracy and completeness. • Assist Marketing/Residence Life with administrative support needs, including scheduling interviews for Residence Life applicants, and sending out all hire/not hire correspondence for applicants. • Prepare and process STAR Registration Information. • Answer phones, route calls (if Atrium Desk is on the phone), maintain filing system, receive, screen, and distribute office mail, handle routine and standard requests independently or within policies, make arrangements for Housing events (including arrangements with vendors), establish and maintain vendor files and contracts, make travel arrangements and process travel claims, update all First Aid kits (pool and desks), maintain MSDS binder, maintain liability binder, process requisitions (telephone, keys, ground, print, labeling, mailings). • Other duties as assigned.

POSITION REQUIREMENTS:	<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 GED required • Six months of relevant administrative experience • Excellent communication, interpersonal and problem-solving skills to serve as front-line for Fresno State Student Housing • Proficiency in Microsoft Office Suite, Google email/calendar, Adobe products • Proficiency in, or the ability to learn, Housing and University specific software programs (i.e. StarRez, JD Edwards and UKG) • Understanding of confidentiality • Good organization and time management skills • Ability to work in a fast-paced environment with frequent interruptions, shifting priorities, critical deadlines and consistently provide quality customer service • Ability to understand and interpret Student Housing policies to residents • Ability to complete tasks accurately and with acute attention to detail • Ability to forecast needs for office equipment and supplies • Ability to establish and maintain cooperative working relationships with student residents, campus community, and the general public
COMPENSATION:	<p>\$17.00 - \$19.00 per hour, depending on qualifications and experience. Benefits include medical, dental, vision, life, 401(k), vacation, sick leave, and holiday pay.</p>
DEADLINE:	<p>Application review begins <u>September 9, 2024</u>; open until filled.</p>
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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