

California State University, Fresno Foundation

DATA ENTRY TECHNICIAN – CENTRAL CALIFORNIA TRAINING ACADEMY/ADULT PROTECTIVE SERVICES TRAINING ACADEMY **JOB ANNOUNCEMENT #22-410**

POSITION SUMMARY:	<p>Full-time, benefited position with the Central California Training Academy & Adult Protective Services Training Academy through the California State University, Fresno Foundation. The Data Entry Technician is a supportive position for the Central California Training Academy and the Adult Protective Services Training Academy. The Central California Training Academy and the Adult Protective Services Training Academy are programs of the California State University Fresno Foundation that provide classroom training to child welfare and adult services social workers, supervisors and managers in 12 Central and Bay Area California counties. This position is responsible for data entry of information to maintain database(s), support training delivery and analysis of data. This position is responsible for accuracy, efficiency and retrieval of processed data. The data entry technician will proof material entered as required and generate data reports as needed.</p>
ESSENTIAL JOB FUNCTIONS:	<ul style="list-style-type: none"> • Administrative Support: Creation of spreadsheets, filing systems, data entry, word processing, and registration including copy coordination, distribution, collection; receipt of sign in sheets and participant satisfaction surveys and note taking as needed at meetings. Prepare, compile and sort documents for data entry. Check source documents for accuracy, verify data and correct data as needed. Maintain logbooks or records of activities. Comply with data integrity and security policies. • Report development: Preparation of monthly updates of service deliverables, interface with Academy staff to ensure training and CEU tracking occurs • Training Support: Pre-training logistics, Provide on-site coordination and coverage, ability to manage Zoom platform • Training Environment: Liaison with trainers to discuss needs, classroom set-up, handouts, scheduling etc. • Contributes to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds • 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"> • Associate's degree (A. A.) or equivalent from a two-year college or university; or six months to one year related experience and/or training; or equivalent combination of education and experience • Demonstrated organizational and multi-tasking skills with attention to detail • Ability to accurately enter data into database • Ability to communicate in a friendly and professional manner with all Academy and County staff • Ability to work independently with minimal supervision • Ability to collaborate, develop and follow through on an agreed upon work plan • Demonstrated professional writing and speaking skills • Fluency in computer skills, including spreadsheets and word-processing • Ability to edit and synthesize material from other staff • Experience in maintaining confidentiality as appropriate when dealing with staff training issues • Experience with training logistics and delivery • Intermediate knowledge of audiovisual equipment, smart classrooms and internet access. • Fluency in cloud based systems such as Google docs, Box, Dropbox, Smartsheet, etc.

SALARY/BENEFITS:	\$2,916.00 per month. Benefits include medical, dental, vision, life insurance, 401(k), vacation, sick and holiday pay.
DEADLINE:	Application review begins January 3, 2023 ; 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. Applications may be mailed, emailed, faxed or delivered in person to:</p> <p>California State University, Fresno Auxiliary Human Resources 2771 E. Shaw Ave. (there is no suite number) Fresno, CA 93710 Fax: (559) 278-0988</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.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY/ADA EMPLOYER

California State University, Fresno Auxiliary Services is proud to be part of the Fresno State community. As part of the campus community, Auxiliary Services follows the CSU policy that requires all faculty, staff and students who are accessing campus facilities at any university location to be immunized (fully vaccinated) against the virus that causes COVID-19. The policy does allow for medical or religious exemption from the immunization requirement. Auxiliary Services requires all of its employees to be fully vaccinated against COVID-19 or present a medical or religious exemption and any appropriate backup documentation. Fully vaccinated is defined as having received the dose at least 14 days prior to being on boarded, if selected. Current and new employees are required to adhere to this policy by September 30, 2021 and remain in adherence after that date.