

California State University, Fresno Foundation

PROGRAM ASSISTANT – MADDY INSTITUTE

JOB ANNOUNCEMENT #24-638

POSITION SUMMARY:	<p>Full-time, benefited position with the Maddy Institute through the California State University, Fresno Foundation. The Maddy Institute Program Assistant coordinates and performs a broad range of highly sensitive and confidential administrative duties for the Executive Director of Maddy Institute. The Program Assistant will also provide a broad range of administrative support for the Board of the Maddy Institute as directed by the Chairman or Executive Director. The incumbent will be expected to travel throughout the San Joaquin Valley to visit various campuses, attend career fairs, and grow the presence of the Institute.</p>
ESSENTIAL JOB FUNCTIONS:	<p>Under the supervision of the Executive Director and Program Coordinator, the incumbent will be responsible for the following operations. Typical duties may include, but are not limited to:</p> <ul style="list-style-type: none"> • Assist in the planning, organizing and implementation of the: <ul style="list-style-type: none"> ○ Maddy Internship Program (e.g., recruiting, selection of candidates, administrative support to student interns and graduates, organize orientations, travel to career fairs/internship fairs throughout the San Joaquin Valley, serve as liaison with legislative offices and participating campuses) ○ University Partnership: serve as a liaison to the universities affiliated with The Maddy Institute (e.g. travel to meet regularly with campus faculty, give classroom presentations, participate in tabling events, and recruit student applicants for the internship program on each campus) ○ Maddy Associates Program (e.g., assist with event planning and logistics, particularly in other parts of the San Joaquin Valley to strengthen the University Partnership) ○ Maddy events (e.g., assist the team with logistics of annual Sacramento fundraiser and annual agriculture summit as needed) • Monitor Grant reports, budgets and expenditures and submit appropriate forms • Work independently and/or within a team on special/nonrecurring and/or ongoing projects. At the request of the Executive Director act as a project manager for special projects which may include, but is not limited to: planning and coordinating multiple presentations, disseminating information, and organizing Institute events. • Messages and answering all routine and non-routine questions • Assist in scheduling and correspondence. • Type and design general correspondences, memos, charts, tables, graphs, business plans, etc. • Create and develop visual presentations as necessary • Handle confidential and non-routine information • 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"> • College Education preferred • One or more years of administrative experience <ul style="list-style-type: none"> ○ Preferably with non-profits and/or government operations. • Must have high level of management and organizational skills • Must have good interpersonal skills and the ability to handle sensitive and confidential situations. Position continually requires demonstrated poise, tact and diplomacy. • Must be able to interact and communicate with individuals at all levels. • Must be familiar with both State and CSU Auxiliary e policies and procedures. • Ability to listen to information, accurately document pertinent facts and make note of any further action.

	<ul style="list-style-type: none"> • Must have knowledge of a variety of computer software applications in word processing, spreadsheets, database and presentation software (Microsoft Office, Meeting Maker, Informed Filler, knowledge of PhotoShop, PageMaker Access and computer-based research (e.g., Lexis-Nexis) would be helpful.) • Must be able to give continual attention to detail in composing, typing and proofing materials, establishing priorities and meeting deadlines. Must be able to work in a fast-paced environment with demonstrated ability to juggle multiple competing tasks and demands (i.e., multi-task). • Must have working understanding of budgets • Must have knowledge of, or ability to work with, grants • Must have a thorough knowledge of modern office equipment, office practices and procedures.
SALARY/BENEFITS:	\$3,750 per month (\$45,000 annually). Benefits include medical, dental, vision, life insurance, 401(k), vacation, sick leave and holiday pay.
DEADLINE:	Application review begins September 6, 2024 . Position will remain open until filled.
TO APPLY:	Please visit the Auxiliary Human Resources page at https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html for job announcement and application. E-mail completed application & resume to: auxiliary-hr@mail.fresnostate.edu

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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