

California State University, Fresno Foundation

PROGRAM SUPPORT SPECIALIST – RICHTER CENTER JOB ANNOUNCEMENT #23-450

POSITION SUMMARY:	<p>Full-time, benefited position with the Richter Center through the California State University, Fresno Foundation. Working under the supervision of the Director of Fresno State’s #CaliforniansForAll College Corps program through the California State University, Fresno Foundation, the Program Support Specialist (PSS) performs diverse and complex administrative duties. The PSS is responsible for the reporting and timely completion of program budgets and other fiscal duties related to the grant. The PSS will also provide considerable coordination of grant reporting. The employee is also responsible for administrative functions such as sub-grants, risk management, tracking/verification of required student information, and processing of administrative paperwork. Assignments include independently: coordinating tasks requiring timely and accurate planning, organizing, prioritizing, interpreting and decision-making skills; as well as applying, interpreting and abiding by university and division level policies, procedures, and guidelines. This position serves as the program contact and provides administrative information for faculty, staff, students, and the community. This position provides operational administrative support ranging from moderate to complex functions for the program requiring considerable judgement, discretion and a high degree of autonomy.</p>
ESSENTIAL JOB FUNCTIONS:	<p>Under the general direction of the Director, the incumbent will be responsible for the following. Typical duties include, but are not limited to:</p> <ul style="list-style-type: none"> • Oversee the day-to-day administrative operations of the program, providing a full range of complex administrative functions and support; • Manage student records including hours reporting and tracking, program eligibility, AmeriCorps tracking, etc. • Coordinate the preparation, documentation and submission of the program’s budget spending plan throughout its lifecycle (initial versions, submitted version, and subsequent versions based on adjustments) • Provide recommendations on budget and forecasting to leadership as it relates to future fiscal years and program plan projects/needs. • Reconcile budget at year end to make sure all entries are correct and appropriate for the department. • Interpret and comprehends a variety of complex policies and procedures regarding multiple funding streams (state and federal dollars) transactions in order to process all program transactions ensuring they are properly recorded, documented, and monitored through their lifecycle • Coordinate the travel approval process, travel reimbursements, and other types of reimbursements for the program • Utilize a variety of desktop and on-line resources to organize and maintain office records, including course and student records. • Update and maintains the program’s website. • Conduct day-to-day management of collecting, analyzing, and synthesizing program outcome data. • Communicate with community partners, campus partners, and #CaliforniansForAll staff • Coordinate and implement a full range of projects, having accountability through initiation, execution, coordination, implementation, and evaluation • Work independently to trouble-shoot and prioritize various issues related to logistics, technical, financial and administrative needs which may require research, analysis, and evaluation of information to develop solutions. • Maintain office supplies and equipment to ensure the office is stocked with appropriate supplies for employees and guests. Orders supplies and schedules repairs on office equipment when needed • Coordinate and organize program events ensuring university and Foundation policies and procedures are followed.

	<ul style="list-style-type: none"> • Collaborate with other department staff on various projects including developing policies, procedures and tools, assessing effectiveness and readjusting as needed. • Performs receptionist duties • May work at weekend events on occasion <p>Secondary Duties include:</p> <ul style="list-style-type: none"> • Generate and edit correspondence, reports, and other programmatic information. • Apply standard office software including Word, Excel, desktop publishing, email, Internet and campus databases such as, PeopleSoft, Bizflow, JDE Oracle, Qualtrics and Informed to meet the needs of the program. • Utilize correct oral and written English to efficiently communicate with a variety of students, faculty, staff and community members. • Maintain confidentiality with sensitive situations and information. • Establish and maintain effective working relationships with faculty, students and staff from diverse ethnic, cultural and socioeconomic backgrounds. • Advise unit staff on university policies and procedures. • Supervise student assistants and volunteers as needed. • 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"> • Bachelor's degree. • Equivalent of four (4) years progressively responsible administrative support/coordination experience, preferably in a higher education setting. • Experience with budget tracking and maintenance • Ability to interpret and apply policies and procedures independently, and use judgment and discretion to act when precedents do not exist. • Ability to understand problems from a broader perspective and anticipate the impact of office administration problems and solutions on other areas • Ability to analyze operational and procedural problems and develop, recommend, and evaluate proposed solutions. • Ability to effectively handle interpersonal interactions at all levels and handle highly sensitive interpersonal situations • Ability to create, organize and maintain accurate technical, complex, sensitive and/or confidential records and files. • Demonstrated ability to organize and plan work and projects characterized by widely ranging job demands arriving simultaneously • Ability to monitor and maintain multiple financial budgets including collecting data, performing preliminary analyses and making appropriate recommendations. • Proven abilities and experience to satisfy the essential job functions; • History of regular attendance and positive performance evaluations; • Knowledge of and experience with maintaining accurate budget records and spreadsheets for multiple accounts using Fresno State and Foundation specific software and policies. • Work effectively in a fast-paced, multiple tasks, and multiple interruption environment.
COMPENSATION:	<p>\$4,585.00 per month. Benefits include health, dental, vision, life and 401(k), vacation, sick, and holiday pay.</p>
DEADLINE:	<p>Application review begins February 28, 2023; 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. Applications may be mailed, emailed, faxed or delivered in person:</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.