

California State University, Fresno Foundation

PROJECT ASSISTANT – CALIFORNIA WATER INSTITUTE (CWI)

JOB ANNOUNCEMENT #25-711

POSITION SUMMARY:	<p>Full-time, benefited position with the California Water Institute under the California State University, Fresno Foundation. The position of Project Assistant will work under the general direction of the Project Manager of the California Water Institute's (CWI) Research and Education (R&E) Division at Fresno State, through the California State University, Fresno Foundation. The Project Assistant is responsible for assisting with a wide range of fiscal and programmatic needs. Responsibilities include assisting with the oversight of awarded funds, cost center budgets, and coordination of project plans to ensure contractual outcomes are met within budget.</p>
ESSENTIAL JOB FUNCTIONS:	<p>Under the general direction of the CWI Project Manager, the incumbent will assist with the following. Typical duties include, but are not limited to:</p> <ul style="list-style-type: none"> • Assist in the development, recommendation, and implementation of fiscal and programmatic tracking plans for awarded projects for the center. • Assist with the programming of the project management software, including implementation and training. • Assist in developing spreadsheets that will assist the Project Manager to develop fiscal expense projections based on multiple projects and center needs. • Assist with the coordination of project stakeholders to fulfill project needs and update stakeholders on a weekly, biweekly, or monthly basis as seen fit. • Assist the Project Manager in preparing programmatic reports as directed in contracts to funding agencies and notify agencies of changes or needs to budget, scope of work, or timeline. • Assist the Project Manager in reporting project progress to the Director on a daily, weekly, biweekly, or monthly basis when needed. • Assist the Project Manager with preparing scopes of work and budgets for prospective grants. • Work on multiple tasks and manage priorities simultaneously. • Assist the project manager in tracking action items for all active projects and work with responsible team members to ensure timely completion. • Ensure all project documentation is organized, current, and compliant with the Institute's document management standards, and accessible to relevant team members. • Develop and maintain project dashboards and data visualizations to track timelines, deliverables, and resource use. • Collect, clean, and analyze quantitative and qualitative data related to project activities, stakeholder engagement, and performance metrics. • Support the evaluation of project outcomes by developing baseline indicators and monitoring project KPIs. • Assist the project manager by preparing data-informed reports and summaries for funders, internal leadership, and community partners. • Assist in identifying trends and risks across projects using data analysis and recommend process improvements. • Provide logistical support for meetings, workshops, and events, including coordination, materials preparation, and follow-up. • 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 from a four (4) year college or university in business, city and regional planning, engineering, natural or applied sciences, social sciences, public health, business

	<p>administration or education.; or four (4) years related experience and/or training; or equivalent combination of education and experience.</p> <ul style="list-style-type: none"> • Six (6) months of experience in a project assistant related role. • Demonstrated professional writing and speaking skills. • Work effectively with multidisciplinary and multi-interest teams. • General understanding of personnel rules, conflict of interest and confidentiality. • Must possess a valid driver's license in good standing, reliable vehicle, and valid insurance as travel is required within the State of California.
COMPENSATION:	\$3,333.33 - \$3,750.00 per month (\$40,000 - \$45,000 annual). Benefits include health, dental, vision, 401K and life insurance, vacation, holiday pay, and paid sick leave.
DEADLINE:	Application review begins on <u>June 12, 2025</u>. 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: 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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