

California State University, Fresno Foundation

RECRUITMENT AND PROGRAM SUPPORT SPECIALIST – RICHTER CENTER FOR COMMUNITY ENGAGEMENT AND SERVICE-LEARNING

JOB ANNOUNCEMENT #24-641

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 Recruitment and Program Support Specialist (RPSS) performs diverse and complex administrative and programmatic duties. The RPSS is primarily responsible for the reporting and timely completion of program budgets and other fiscal duties related to the grant. The RPSS will also provide considerable monitoring of compliance with program and funder policies. The RPSS will also play a role in coordinating the programs recruitment efforts, including facilitating outreach efforts, developing and implementing applicant tracking systems, and onboarding new College Corps Fellows in accordance with campus and program policies. The RPSS 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 judgment, 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"> • Oversees the day-to-day administrative operations of the program, providing a full range of complex administrative functions and support; • Keeps track of student records and ensures that student files are accurate and meet compliance standards Facilitates the review and approval of Fellow hours reporting in America Learns, including providing training to students and community partners, as needed, on the usage of America Learns • Serves as logistical lead for program events, including booking appropriate space, coordinating catering, recruiting and preparing event volunteers, scheduling set-up and clean-up, etc.Serve as recruitment lead to meet program recruitment goals, as set by grant funder and program staff. This includes, but is not limited to: <ul style="list-style-type: none"> ○ Develop a recruitment calendar and schedule in concert with program staff ○ Plan, schedule, and implement outreach efforts, including tabling events and presentations ○ Oversee the preparation and printing of program collateral ○ Collaborate with program staff, consultants, and campus partners to reach undocumented students and assist them in applying for the program ○ Maintain working knowledge of Financial Aid policies and processes to be able to answer questions for program applicants on how the program will impact their Financial Aid ○ Collaborate with program staff to design, implement, and maintain applicant tracking system • Support program communication efforts through development of social media content • Support program development efforts through crowdfunding and other development methodologies • Coordinates 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)

	<ul style="list-style-type: none"> • Provides recommendations on budget and forecasting to leadership as it relates to future fiscal years and program plan projects/needs. • Reconciles budget at year end to make sure all entries are correct and appropriate for the department. • Coordinates the travel approval process, travel reimbursements, and other types of reimbursements for the program • Utilizes a variety of desktop and on-line resources to organize and maintain office records, including course and student records. • Updates and maintains the program’s website. • Conducts day-to-day management of collecting, analyzing, and synthesizing program outcome data. • Communicates and collaborates with community partners, campus partners, and #CaliforniansForAll staff • Maintains 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 • Coordinates and organizes program events ensuring university and Foundation policies and procedures are followed. • Will 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.
<p>QUALIFICATIONS & EXPERIENCE:</p>	<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; • Knowledge of service initiatives in higher education • Experience working within state or federally sponsored service programs like College Corps, California Volunteers initiatives, and/or AmeriCorps strongly preferred • Experience with event planning and coordination • Experience with recruiting college students into service-based programming • A demonstrated commitment to supporting diversity, equity, and inclusion efforts in a higher education setting • Knowledge of and experience with budget tracking and spreadsheet maintenance, including collecting data, conducting analysis, and making recommendations. • 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.

	<ul style="list-style-type: none"> • Ability to effectively handle interpersonal interactions at all levels and handle highly sensitive interpersonal situations. • Demonstrated ability to organize and plan work and projects in a fast-paced, deadline-driven environment. • History of regular attendance and positive performance evaluations.
SALARY/BENEFITS:	\$4,585.00 - \$4,833.33 per month (\$55,020.00 - \$58,000.00 annually). Benefits include medical, dental, vision, life insurance, 401(k), vacation, sick leave and holiday pay.
DEADLINE:	Application review begins <u>September 17, 2024</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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