

California State University, Fresno Foundation

ADMINISTRATIVE ASSISTANT – APPLIED BEHAVIOR ANALYSIS SERVICES

JOB ANNOUNCEMENT #22-326

POSITION SUMMARY:	<p>Part-time, non-benefited position for Applied Behavior Services through the California State University, Fresno Foundation. Applied Behavior Analysis Services is comprised of three programs that operate education, treatment, and research programs in conjunction with Fresno State’s Applied Behavior Analysis (ABA) Master’s degree program: Focused Behavioral Services at Fresno State, Comprehensive Behavioral Services, and Social Skills Training at Fresno State. The Administrative Assistant will have responsibilities supporting all programs under the supervision of the ABA Services Operations Director, Clinical Director, and the Office Manager. The primary focus of this position will be to assist with the administrative duties and requirements of all programs. prep, financial aid, scholarship, transfer, and loan workshops; and college campus field-trips.</p>
ESSENTIAL JOB FUNCTIONS:	<p>Under the supervision of the ABA Services Office Manager, the Administrative Assistant will be responsible for assisting with the following operations:</p> <p>Personnel</p> <ul style="list-style-type: none"> • Assist with all aspects of the hiring process <ul style="list-style-type: none"> ○ Provide new hires with hiring packets and collecting relevant documentation. ○ Maintain and update staff files. ○ Coordinate the logistics of staff meetings and trainings. • Make changes to staff schedules as needed. • Assist in the auditing and preparation of payroll. • Communicate with staff on administrative issues as instructed by the ABA Services Office Manager and Clinical Director. • Update staff performance data on a weekly basis. • Work with the facilities, technology, mail, and key control departments to resolve any issues. <p>Client Management/Service</p> <ul style="list-style-type: none"> • Assist in the intake process for all new clients (provide and accept intake paperwork, including insurance information and schedules). • Answer phone calls and relay messages to staff from clients, funding sources, and other relevant parties. • Make schedule changes as needed based on client/staff cancelations. • Assist in community outreach projects and fundraising. • Communicate with the families regarding events, closures, meeting, and policy updates. <p>Finance</p> <ul style="list-style-type: none"> • Process and track all reimbursements (e.g. travel, conferences, purchases) • Order supplies and materials as needed. • Update the revenue tracker on a monthly basis. • Keep Foundation Financial tracker up-to-date. <p>Medical Insurance and Regional Center Billing</p> <ul style="list-style-type: none"> • Assist Office Manager in updating and entering client and staff information into relevant billing software. • Assist Office Manager with billing as needed. • Follow up with providers to ensure that all authorizations are valid.

	<ul style="list-style-type: none"> Follow up with the Foundation to ensure complete billing and payment collection. <p>Communication</p> <ul style="list-style-type: none"> Act as a liaison to outside agencies and families of clients. Communicate with the families regarding events, closures, meeting, and policy updates. Assist with all public relations and fundraising events by offering administrative support. 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"> Bachelor's degree from a four (4) year college or university; or completion of a high school diploma and two (2) years support experience in an office setting; or equivalent combination of education and experience. Knowledge and use of standard office equipment, such as copy machine, fax machine, printers and scanners Attention to detail Strong organizational skills Thorough knowledge of English grammar, spelling and punctuation Proficient knowledge of Microsoft Word, Excel, Outlook, PowerPoint and Adobe Acrobat Ability to communicate in a friendly and professional manner with internal and external constituents Ability to maintain confidentiality when dealing with human resources-related processes Ability to work in a fast-paced high volume environment Demonstrated ability to work in a team-based environment and to work collaboratively with other professionals to complete assigned projects Must possess a valid California driver's license, reliable vehicle, and valid insurance as travel may be required within the cities of Fresno and Clovis.
COMPENSATION:	\$20.00 - \$25.00 per hour, depending on experience.
FILING DEADLINE:	Application review begins May 27, 2022; Open until filled.
TO APPLY:	<p>Please visit the Auxiliary Human Resources page at https://auxiliary.fresnostate.edu/association/hr/ for job announcement and application. Applications may be mailed, emailed, faxed or delivered in person to:</p> <p style="text-align: center;">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>Email 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.