

# California State University, Fresno Foundation

## ADMINISTRATIVE ASSISTANT – APPLIED BEHAVIOR ANALYSIS SERVICES JOB ANNOUNCEMENT #24-581

<b>POSITION SUMMARY:</b>	<p><b>Part-time, non-benefited position for Applied Behavior Services through the California State University, Fresno Foundation.</b> 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 and Clinical Directors. The primary focus of this position will be to assist with the administrative duties and requirements of all programs. The work schedule is flexible with a 25 hours per week maximum and a balance of in-office and remote work options.</p>
<b>ESSENTIAL JOB FUNCTIONS:</b>	<p>Under the supervision of the ABA Services directors and office manager, the Administrative Assistant will be responsible for assisting with the following operations:</p> <p><b>Personnel</b></p> <ul style="list-style-type: none"> <li>• Assist with all aspects of the hiring process             <ul style="list-style-type: none"> <li>○ Provide new hires with hiring packets and collecting relevant documentation.</li> <li>○ Maintain and update staff files.</li> <li>○ Coordinate the logistics of staff meetings and trainings.</li> </ul> </li> <li>• Make changes to staff schedules as needed.</li> <li>• Assist in the auditing and preparation of payroll.</li> <li>• Communicate with staff on administrative issues.</li> <li>• Update staff performance data on a weekly basis.</li> <li>• Work with the facilities management, IT support, mail, and key control, and other university departments and offices to resolve operations issues.</li> </ul> <p><b>Client Management/Service</b></p> <ul style="list-style-type: none"> <li>• Assist in the intake process for all new clients (provide and accept intake paperwork, including insurance information and schedules).</li> <li>• Track and process service authorizations.</li> <li>• Track and process funding source contracts.</li> <li>• Answer phone calls and relay messages to staff from clients, funding sources, and other relevant parties.</li> <li>• Make schedule changes as needed based on client/staff cancelations.</li> <li>• Assist in community outreach projects and fundraising.</li> </ul> <p><b>Finance</b></p> <ul style="list-style-type: none"> <li>• Process and track all reimbursements (e.g. travel, conferences, purchases)</li> <li>• Order supplies and materials as needed.</li> <li>• Update the revenue tracker on a monthly basis.</li> <li>• Update trust and grant accounts Financial Tracker.</li> <li>• Update Payment Authorization and Travel Claim Trackers.</li> <li>• Create monthly payroll journal entries.</li> </ul> <p><b>Medical Insurance and Regional Center Billing</b></p> <ul style="list-style-type: none"> <li>• Update and enter client and staff information into relevant billing software.</li> </ul>

	<ul style="list-style-type: none"> <li>• Create monthly billing invoices.</li> <li>• Follow up with providers to ensure that all service authorizations are valid.</li> <li>• Follow up with the Foundation to ensure complete billing and payment collection.</li> </ul> <p><b>Communication</b></p> <ul style="list-style-type: none"> <li>• Act as a liaison to outside agencies and families of clients.</li> <li>• Communicate with the families regarding events, closures, meeting, and policy updates.</li> <li>• Assist with all public relations and fundraising events by offering administrative support.</li> <li>• Other duties as assigned.</li> </ul>
<p><b>QUALIFICATIONS &amp; EXPERIENCE:</b></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> <p><b>Required Qualifications:</b></p> <ul style="list-style-type: none"> <li>• 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 or education and experience.</li> <li>• Knowledge and use of standard office equipment, such as copy machine, fax machine, printers and scanners</li> <li>• Attention to detail</li> <li>• Strong organizational skills</li> <li>• Thorough knowledge of English grammar, spelling and punctuation</li> <li>• Proficient knowledge of Microsoft Word, Excel, Outlook, PowerPoint and Adobe Acrobat</li> <li>• Ability to communicate in a friendly and professional manner with internal and external constituents</li> <li>• Ability to maintain confidentiality when dealing with human resources-related processes</li> <li>• Ability to work in a fast-paced high volume environment</li> <li>• Demonstrated ability to work in a team-based environment and to work collaboratively with other professionals to complete assigned projects</li> <li>• 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.</li> </ul> <p><b>Preferred Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Fluent in speaking Spanish and English.</li> <li>• Experience with UKG Ready payroll platform.</li> <li>• Experience with WebABA client and staff scheduling and billing platform.</li> </ul>
<p><b>COMPENSATION:</b></p>	<p><b>\$30 - \$45 per hour, depending on experience and qualifications.</b></p>
<p><b>FILING DEADLINE:</b></p>	<p><b>Application review begins immediately; Open until filled.</b></p>
<p><b>TO APPLY:</b></p>	<p>Please visit the Auxiliary Human Resources page at <a href="https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html">https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html</a> for job announcement and application.</p> <p>E-mail completed application &amp; resume to: <a href="mailto:HRAUX@LISTSERV.csufresno.edu">HRAUX@LISTSERV.csufresno.edu</a></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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