

Associated Students, Inc. of California State University, Fresno

ADMINISTRATIVE ASSISTANT – ASSOCIATED STUDENTS, INC.

JOB ANNOUNCEMENT #23-519

POSITION SUMMARY:	<p>Part-time, temporary position with Associated Students, Inc. of California State University, Fresno.</p> <p>The ASI Administrative Assistant is a front-office position that greets visitors and students in a professional and timely manner, while providing timely and effective customer service. The Administrative Assistant is primarily responsible for working closely with ASI full-time staff and provide administrative support for the general operations of the ASI office, ASI events and student activities, as well as have knowledge of ASI policies, procedures, and programs to provide answers and recommendations to questions regarding ASI operations and functions to visitors and students.</p>
ESSENTIAL JOB FUNCTIONS:	<p>Under the direction of the ASI Director of Operations, and works closely with the ASI Outreach and Communications Coordinator, the incumbent will be responsible for the following. Typical duties include, but are not limited to:</p> <ul style="list-style-type: none"> • Support ASI office functions in collaboration with the ASI Director of Operations, and other full-time staff, supporting official ASI sponsored activities and functions. • Work effectively in a fast-paced environment and successfully complete multiple different tasks accurately in a timely manner • Administer the daily support and operations of ASI, providing support to designated ASI full-time staff, programs and services • Collate and distribute office mail • Create and maintain electronic and physical filing systems and assist in defining and refining standard office operating procedures • Provide support to staff meetings by scheduling and preparing materials for meetings on and off-site, ASI leadership retreats, and other ASI training activities • Receive and greet visitors and answer telephone calls, providing information and resolving questions which regularly require the use of judgement, understanding of telephone etiquette, and the interpretation of a variety of ASI policies and procedures, while maintaining a clean office environment • Assist in the preparation of correspondence, memorandums, and reports; review finished materials for completeness, accuracy, and appropriate English usage and ensure materials adhere to ASI’s policies and procedures as well as University standards • Assist in making room reservations, catering orders and provide support for ASI events when needed • Work with Auxiliary Services, ASI Director of Operations, and ASI Office Coordinator in coordinating and preparing travel advance and claims for reimbursement • Has knowledge of ASI policies, procedures, and programs to provide answers and recommendations to questions regarding ASI operations and functions • Adheres to office dress code and timeclock procedures • Conducting a variety of special projects and other duties as assigned
REQUIREMENTS & 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"> • Minimum six months of office experience or related customer service experience required <ul style="list-style-type: none"> ○ One (1) year office of experience preferred • Must be currently enrolled for the upcoming semester at California State University, Fresno in at least 6 units (undergrad) and 3 units (graduate) • Works a maximum of 20 hours per week during the academic year • Has general knowledge of basic office procedures, practices, and phone etiquette • Knowledge of correct English grammar, spelling, and punctuation for use in written and verbal communication • Good computer skills and working knowledge of Microsoft Office and Google Apps

	<ul style="list-style-type: none"> • Must be available Monday-Friday
COMPENSATION:	\$16.50 per hour. This position is non-benefited.
DEADLINE:	Application review begins immediately; 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. Applications may be mailed, emailed, faxed or delivered in person to:</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.