

California State University, Fresno Foundation

ADMINISTRATIVE ASSISTANT – AUXILIARY SERVICES

JOB ANNOUNCEMENT #24-621

POSITION:	<p>Full-time, benefited position under the California State University, Fresno Foundation. The Administrative Assistant is responsible for the administrative support functions of California State University, Fresno Association, Inc., and other entities to which the Association provides management services. This position provides primary support and assistance to the Executive Director and other staff as needed and interacts with service customers and the public in furtherance of these functions.</p>
ESSENTIAL JOB FUNCTIONS:	<ul style="list-style-type: none"> • Prepare and/or review various basic purchasing, service and similar contracts using a standard agreement template. • Assist with maintenance of master database of all Auxiliary Corporations’ agreements, MOU’s, ground leases, facility leases, etc.; monitor master database for agreement expiration dates to ensure timely preparation of renewal agreements. • Assist with organizing, managing, and maintaining litigation files (pleadings, correspondences, notices, etc.). • Update of annual Management Services Agreements (MSAs) with each auxiliary organization using the standard form and obtain any required modifications. • Assist with the preparation of board meeting agendas and meeting minutes for the Association, Foundation Board of Governors, the Agricultural Foundation, and Fresno State Programs for Children, and their respective Audit Committees, as well as the Food Services Advisory Subcommittee of the Association Board. Frequency is approximately four to five times each fiscal year. • Assist with preparation of board and committee packets based on agenda items, with some meeting packets at certain times requiring a high volume of preparation (budgets in May, Annual Reports in September). • Assist with the organization and tracking of certificate of insurance requirements for agreements. • Assist with posting of meeting notices and agendas and scheduling all board and committee meetings on google calendar for member attendance. Frequency is approximately four to five times each fiscal year. • Assist with preparing and sending out annual conflict of interest forms to auxiliary organization board members, manage collection of executed conflict of interest forms and maintain records of said forms. • Prepare payment authorizations; Work with vendors for any billing or payment discrepancies/questions. • Create and update organizational charts, flyers, invitations and other correspondence as needed. • Post budgets and annual reports to the respective auxiliary website and distribute to designated campus leadership. • Archive the meeting materials for each Board and committee; Organize packets in the value and ensure all packets are complete with any required signatures and handouts. • Assist with composing correspondence as needed • Provides information to customers concerning departmental or corporation operations. This includes describing services provided; assisting in completion of forms or complaints; and directing the public to proper department or official. • File and maintain organization of forms and documents. • Maintain confidentiality • 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"> • High School diploma required <ul style="list-style-type: none"> ○ AA or Bachelor’s degree from an accredited educational institution preferred • One year of administrative support experience required <ul style="list-style-type: none"> ○ Preference will be given to candidates with direct experience providing support to corporate and/or non-profit boards, and/or with experience providing support in a law office environment. • Computer literacy: Microsoft Word, Microsoft Excel, Microsoft Outlook, Microsoft Visio. • Ability to listen to information, accurately document pertinent facts and make note of any further action. • Ability to work efficiently, exercise time management skills and meet deadlines. • Ability to interact and communicate professionally and effectively with the public in a manner that reflects favorably upon the Association. • Ability to work cooperatively with other employees of the Association and campus community • Thorough knowledge of principles and techniques of organization, administration, and management as well as organizational structure, functions and activities of auxiliary corporations. • Ability to interact effectively on a routine basis with community leaders and the public, and with senior campus administrators.
COMPENSATION:	<p>\$16.00 - \$18.00 per hour. Benefits include medical, dental, vision, 401k, life insurance, vacation, sick leave, and holiday pay.</p>
DEADLINE:	<p>Application review begins July 1, 2024. Position will remain open until filled.</p>
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: 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