

California State University, Fresno Foundation

ADMINISTRATIVE ASSISTANT – FRESNO STATE TRANSPORTATION INSTITUTE **JOB ANNOUNCEMENT #25-726**

POSITION SUMMARY:	Part-time, non-benefited position with the Fresno State Transportation Institute (FSTI) through the California State University, Fresno Foundation. The position will be approximately 25 hours per week, depending on scheduled activities during the semester. The primary function of this position is to provide clerical, administrative, and media support for FSTI. Responsibilities include overseeing and coordinating multiple cost centers supporting FSTI and its sub-grantees. The Administrative Assistant is expected to be able to multi-task in a busy work environment and handle assigned projects with minimal supervision. Understanding and skill in using office technology including Microsoft Office Suite, Listserv maintenance, website maintenance, and other specialized activities as necessary. This is an in-person position and may require work on the weekends and/or evenings.
ESSENTIAL JOB FUNCTIONS:	Under the supervision of the FSTI Director, the Administrative Assistant is responsible for the following typical duties, but are not limited to these: <ul style="list-style-type: none"> • Serve as the primary contact for both incoming calls and emails directed to FSTI • Communicate with internal and external constituents (staff, faculty, board members, and guests) to provide information, schedule meetings and coordinate other activities as appropriate • Prepare, monitor, and maintain financial and human resources documents for multiple cost centers • Knowledge of English grammar, punctuation, and spelling • Thorough knowledge of Microsoft Windows and Office, Adobe Creative Cloud, and Google Suite • LISTSERV maintenance • Assisting with and staffing Institute projects and events • Special projects or other duties as assigned
QUALIFICATIONS & EXPERIENCE:	<i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements below represent the required knowledge, skill, and/or ability. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.</i> <ul style="list-style-type: none"> • High School diploma required. Bachelor's Degree preferred. • Two (2) years of administrative experience • Excellent interpersonal, written, and oral communication skills including a thorough knowledge of English grammar, spelling, and punctuation • Ability to tactfully deal with constituent concerns and issues • Demonstrated ability to handle sensitive or confidential documents and information • Strong organizational skills and the ability to prioritize and complete workload • Ability to independently handle multiple tasks in a busy work environment • Competency and experience in the use of Microsoft Word, Excel, and PowerPoint, the internet, and willingness to learn Listserv and website maintenance • Demonstrated self-starter, energetic, creative, and a team player • Previous hands-on work experience handling grants and public funds is a plus
COMPENSATION:	\$20.00 - \$22.00 per hour, depending on experience and qualifications.
FILING 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.</p> <p>E-mail completed application, resume and cover letter to: Bianca Macias, fstiadmin@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.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY/ADA EMPLOYER