

California State University, Fresno Foundation

Student Administrative Assistant – Focused Behavioral Services

JOB ANNOUNCEMENT #23-522

POSITION SUMMARY:	<p>Part-time, student position with Applied Behavior Analysis (ABA) Services at Fresno State through the California State University, Fresno Foundation. ABA services is comprised of two (2) programs that operate education, treatment, and research programs in conjunction with Fresno State's Applied Behavioral Analysis (ABA) program: Focused Behavioral Services and Comprehensive Behavioral Services at Fresno State. The Student Administrative Assistant will have responsibilities supporting both programs under the supervision of the ABA Services Operations and Clinical Directors and the office manager. The primary focus of this position will be to assist with the administrative duties and requirements of all programs.</p>
MAJOR DUTIES:	<p>Under the supervision of the directors and 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"> Providing new hires with hiring packets and collecting relevant documentation Maintaining and updating staff files Coordinate the logistics of staff meetings and trainings Make changes to staff schedules as needed Communicate with staff on administrative issues as instructed by the directors and manager <p>Client Management/Service</p> <ul style="list-style-type: none"> Assist in the intake process for all new clients (providing and accepting intake paperwork, including insurance information and schedules) Answer calls and relay messages to staff from parents, funding sources, and other relevant parties Make schedule changes as needed based on client cancellations Assist in community outreach projects and fundraising Communicate with the families regarding events, closures, meeting, and policy updates Maintain client and employee electronic filing system <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 <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. Generate parent verification forms <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 Open and sort mail and deliver it to the appropriate personnel Answers calls, take messages, route email inquiries to the appropriate personnel 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> <p>Required Qualifications:</p> <ul style="list-style-type: none"> Must be an undergraduate student at Fresno State and enrolled in at least six (6) units or a graduate student enrolled in at least three (3) units. Must have availability Monday, Wednesday, and Friday between the hours of 10:00am and 4:00pm. Must have at least ten (10) hours per week of availability. Must be computer literate at a level sufficient to effectively carry out the responsibilities of the position: Microsoft Word, Excel, PowerPoint, and email.

	Preferred Qualifications: <ul style="list-style-type: none"> • Six (6) months to one (1) year experience in an office/administrative setting • Similar experience in an ABA institution • Bilingual English/Spanish
COMPENSATION:	\$16.00 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. Please submit application, resume, and cover letter to:</p> <p>California State University, Fresno Auxiliary Human Resources 2771 E. Shaw Avenue Fresno, CA 93710 Fax: (559) 278-0988</p> <p>Application & resume may be e-mailed 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.