

Fresno State Programs for Children

ADMINISTRATIVE ASSISTANT – PROGRAMS FOR CHILDREN

JOB ANNOUNCEMENT #24-610

POSITION SUMMARY:	<p>Full-time, benefited position for Fresno State Programs for Children. Fresno State Programs for Children provides child development services for children three months to 12 years old and has three sites located on the campus of California State University, Fresno. The position of Administrative Assistant will be responsible for assisting with the duties related to all program operations including enrollment and eligibility, child nutrition program, program finances, facilities and personnel.</p>
ESSENTIAL JOB FUNCTIONS:	<p>Under the general direction of the Program Director, the Administrative Assistant will be responsible for the duties below. Typical duties include, but are not limited to, the following:</p> <p><u>Enrollment, Attendance and Contracts:</u></p> <ul style="list-style-type: none"> • Informing potential families of the enrollment process. • Intake of pre-enrollment forms. • Check completed enrollment paperwork for accuracy and completeness. • Maintain and manage the program waitlist. • Maintain children’s files including health records and immunizations. • Prepare and monitor monthly sign-in sheets. • Work with classrooms to monitor children’s attendance. • Work with the Program Director and leadership team in developing and meeting enrollment targets. <p><u>Fiscal:</u></p> <ul style="list-style-type: none"> • Submit parent fees to auxiliary accounting. <p><u>Personnel:</u></p> <ul style="list-style-type: none"> • Excellent customer service skills. • Greet and assist the public, students, staff, and faculty and interact with the Department and Institute. • Assist with maintaining and updating current employee files to ensure files are current and compliant with licensing requirements and include fingerprints, health, personnel record, physician report, criminal record check, child abuse index, permits, etc. • Assist in ensuring all classrooms are staffed according to licensing requirements. <p><u>Administrative Support:</u></p> <ul style="list-style-type: none"> • Maintain program records and files. • Assist with completion of program tasks and duties related to licensing, Early Stars and Accreditation. • Complete, send and monitor service requests to University for repairs and other services. • Maintain the cleanliness of shared spaces including reception area, break rooms, and classroom observation rooms. • Organize and update computer files, and manage program forms for daily use. • Support program staff in ordering materials and supplies for the program. • Manage and keep data of visitation and observation logs. • 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 or GED required; Associate's degree preferred • Experience in office operations, personnel, accounting, data management, and computer skills required. • Previous experience in federal and state-funded contract programs strongly preferred.

COMPENSATION:	\$16.80 - \$17.64 per hour. Benefits include health, dental, vision, 403(b), life insurance, and vacation, sick and holiday pay.
DEADLINE:	Application review begins May 16, 2024 . Position will remain 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 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 Fresno State Programs for Children. This is not a State of California position.*

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