

# California State University, Fresno Foundation

## ADMINISTRATIVE ASSISTANT - CENTRAL CALIFORNIA EDUCATIONAL OPPORTUNITY CENTER (CCEOC) JOB ANNOUNCEMENT #19-037

<b>POSITION SUMMARY:</b>	<p><b>Full time, benefited position with Central California Educational Opportunity Center (CCEOC), a federally funded TRIO program through the California State University, Fresno Foundation.</b> Under the supervision of the Program Director, the Administrative Assistant oversees and provides operational and administrative support to program.</p>
<b>ESSENTIAL JOB FUNCTIONS:</b>	<p>Under the supervision of the Program Director, the Administrative Assistant's typical duties include, but are not limited to, the following:</p> <ul style="list-style-type: none"> <li>• Maintains the program's database, a computerized file system involving participant eligibility, personal and demographic information, and program services adhering to the University's Confidentiality Policy.</li> <li>• Performs data entry of participants' information into database on a timely basis, along with updating their contact information as needed.</li> <li>• Creates and maintains office and program files, prepares and processes program correspondence, schedules meetings, and maintains program outreach material.</li> <li>• Maintains inventory of office supplies and student materials, and after discussion and approval from director, places orders for needed items through approved vendors.</li> <li>• Handles the processing of staff time sheets and travel forms for timely submission to the Foundation Payroll Department.</li> <li>• Prepares all program expenditure and reimbursement forms for processing by the Foundation Financial Services (FFS).</li> <li>• Maintains an internal fiscal tracking database of real time expenditures and encumbered funds by specific budget categories for reconciling with FFS.</li> <li>• Creates budgetary reports with actuals and projections as directed by director.</li> <li>• Oversees the public media marketing designed to promote the program within our target area, from audience focus, media selection and analysis of ROI of inputs (time &amp; effort).</li> <li>• Coordinates the development and implementation of community events on and off campus which promote program services and performance goals, from scheduling, logistics, marketing and ROI evaluation.</li> <li>• Reception and general office duties including greeting students and visitors, answering main office phone, taking and distributing messages, and handling of mail.</li> <li>• Assists in the creation of various departmental reports, monthly and quarterly, as well as government/project reports as assigned.</li> <li>• Prepares desktop published quality materials for bulk printing (e.g. brochures, posters, applications, intake forms and associated project materials).</li> <li>• Supervises and oversees the support and student staff's productivity and performance.</li> <li>• Assist outreach staff on community/school events or presentations, as time permits, if needed to meet performance goals.</li> <li>• Maintains program database and keeps current on others which are vital to program's performance outcomes, along with tracking changes to college admission websites.</li> <li>• Maintains and updates the program websites adhering to University Policies.</li> <li>• Assist director with outcome verification and completion of Annual Performance Report.</li> <li>• Other duties as assigned.</li> </ul>

<b>POSITION REQUIREMENTS:</b>	<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><b>Required:</b></p> <ul style="list-style-type: none"> <li>• Must have obtained a high school diploma or equivalent <b>with</b> one of the following: <ol style="list-style-type: none"> <li>1. Associate of Arts/Science in Business Administration or related field and one (1) year of work experience in the field, <b>or</b></li> <li>2. Certificate of Completion in Business Administration or related field and two (2) years of work experience in the field, <b>or</b></li> <li>3. One (1) year of college with business related courses as main emphasis and three (3) years of work experience in the field, <b>or</b></li> <li>4. A minimum of four (4) years of office manager/executive secretary/administrative assistant experience or related experience.</li> </ol> </li> <li>• Have comprehensive knowledge of office methods, procedures, practices and a general understanding of the Confidentiality Policy related to educational institutions.</li> <li>• Must possess excellent oral and written communication skills.</li> <li>• Must be able to maintain a high level of professionalism and diplomacy, and be able to work with a diverse population within the organization and from the local and campus communities.</li> <li>• Must have some experience with maintaining of budgets, fiscal recordkeeping and the ordering and purchasing of supplies/materials.</li> <li>• Must be computer literate, knowledgeable of various software applications and be able to operate standard office equipment.</li> <li>• Requires strong interpersonal skills.</li> <li>• Ability to work independently and be self-motivated.</li> <li>• Must possess excellent organizational skills.</li> <li>• Must be flexible with the ability to organize multiple tasks and events, adjust priorities and work under pressure of deadlines.</li> <li>• Position requires the ability to troubleshoot minor computer and printer problems.</li> </ul> <p><b>Preferred:</b></p> <ul style="list-style-type: none"> <li>• Bilingual – proficiency in Spanish or a Southeast Asian Language</li> <li>• Candidates who have been successful in overcoming disadvantages representative of the CCEOC targeted population</li> </ul>
<b>SALARY/BENEFITS:</b>	<p>\$2,686.66 – \$3,033.33 per month. Salary will be commensurate with education and experience. Benefits include health, dental, vision and life insurance, 401(K), vacation, sick leave and holiday pay.</p>
<b>FILING DEADLINE:</b>	<p><b>Application review begins August 7, 2019; open until filled.</b></p>
<b>TO APPLY:</b>	<p>Please visit our Auxiliary Human Resource web site at <a href="http://www.auxiliary.com">www.auxiliary.com</a> for job announcement and application. Applications may be mailed, emailed, faxed or delivered in person to:</p> <p style="text-align: center;">California State University, Fresno  Auxiliary Human Resources  2771 E. Shaw Avenue  Fresno, CA 93710                      Fax: (559) 278-0988</p> <p>Application &amp; resume may be e-mailed to: <a href="mailto:HRAUX@LISTSERV.csufresno.edu">HRAUX@LISTSERV.csufresno.edu</a></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.*

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