

California State University, Fresno Foundation

ADMINISTRATIVE ASSISTANT – TITLE IV-E CHILD WELFARE

JOB ANNOUNCEMENT #18-955

POSITION SUMMARY:	<p>Full-time, benefited positions with the Title IV-E Child Welfare program through the California State University, Fresno Foundation. This Administrative Assistant provides clerical support to the California Social Work Education Center (CalSWEC) project and maintains CalSWEC student files for the department.</p>
ESSENTIAL JOB FUNCTIONS:	<p>Under the supervision of the Administrative Support Coordinator, this position will perform a range of Administrative/Clerical duties including, but not limited to:</p> <ul style="list-style-type: none"> • Assist Title IV-E Program Coordinator and Administrative Support Coordinator in student tracking of integrative seminars, job readiness, orientation symposium and graduate school • Generate and complete required statistical and survey reports generated by the project • Data entry and maintenance of the CalSWEC Student Information System for all participating students • Develop, maintain and monitor system for CalSWEC student job search requirements and hiring status • Prepare documents for students including tuition, books, and mileage reimbursements • Prepare Title IV-E seminar materials and correspondence • Responsible for word processing, data base maintenance, filing, duplicating, and setup of Title IV-E meetings and events that support the instruction of CalSWEC students • Use multi-line phone system, greet and assist guests and students, open and distribute mail, and schedule appointments • Assist with daily budget operations, organize and update office records, and purchase office supplies • Support community partnerships, symposium and department conferences • Assist with recruitment, set up interviews and assist with interview process of incoming students • 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"> • Associate Degree or equivalent technical training required • Three (3) years progressive administrative/clerical experience • Must possess a valid driver's license and reliable transportation as travel may be a requirement of the position • Demonstrated proficiency in Word Processing, Excel, Power Point, publisher, and FileMaker Pro for data use • Experience with creating brochures, flyers and Power Point presentations • Experience in successful event planning • Experienced in taking minutes • General knowledge of office methods, practice and procedures • Possess effective knowledge of correct English grammar, spelling and punctuation • Strong interpersonal and analytical communication skills • Must be highly flexible and able to adjust priorities and work under pressure of deadlines and frequent interruptions <p>Preferred:</p> <ul style="list-style-type: none"> • Bachelor's Degree or equivalent • Knowledge of Google Email (or Outlook) and Calendar, JD Edwards financial accounting software and Doodle

SALARY/BENEFITS:	\$2,947.08 - \$3,119.91 per month. Salary will be commensurate and competitive with experience and qualifications. Benefits include health, dental, vision, life, and 401(k), vacation, sick leave, and holiday pay
FILING DEADLINE:	Application review begins October 8, 2018. Open until filled.
TO APPLY:	<p>Please visit the Auxiliary Human Resources page at www.auxiliary.com for job announcement and application. Applications may be mailed, emailed, faxed or delivered in person to:</p> <p>California State University, Fresno Auxiliary Human Resources 2771 E. Shaw Ave. (there is no suite number) Fresno, CA 93710 Fax: (559) 278-0988</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.

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