

California State University, Fresno Foundation

ADMINISTRATIVE ASSISTANT – CAL-SOAP

JOB ANNOUNCEMENT #17-861

POSITION:	Administrative Assistant - Full Time, benefited, 12 months of the year, position for the Central Valley California Student Opportunity & Access Program (Cal-SOAP), under the administrative direction of the California Student Aid Commission. This is a one (1) year grant with annual funding through June 2018. Project continuation beyond June 2018 is contingent upon renewed funding by the California Student Aid Commission and ED FUND.
SUMMARY:	The mission of Central Valley Cal-SOAP is to educate, empower and encourage students and their families to access all opportunities to higher education. Cal-SOAP aims to raise the academic achievement and college/university enrollment levels of students from low-income households, elementary and secondary schools, geographic regions with documented low-eligibility and/or college participation rates, and students who are first in their families to attend college. Our vision encompasses a very strong collaborative effort with our partners to insure students' success through services such as: academic tutoring; advisement; college, test prep, financial aid, scholarship, transfer, and loan workshops; and college campus field-trips.
ESSENTIAL JOB FUNCTIONS:	<p>Under the supervision of the Project Director, the incumbent will be responsible for the administrative office operations of Central Valley Cal-SOAP. Typical duties include, but are not limited to:</p> <ul style="list-style-type: none"> ● Reception coverage, receiving and referring all incoming calls, receiving and directing office visitors in a professional and courteous manner. ● Maintain and process regular and temporary staff payroll, hire forms, evaluations; develop and maintain an Office Procedure Manual. ● Responsible for composing, disseminating and processing all correspondence, mail, expenditures, invoices, and purchase orders in a timely manner. ● Assure all financial accounts and transactions are in compliance with the CSU policy and the California Student Aid Commission policy. ● Assist with staff travel arrangements; prepare and process travel applications and claims. ● Prepare and process purchase requisitions and payment authorizations for supplies and program services. ● Assist the Project Director with gathering data for the completion and submission of quarter and annual reports. ● Assist with preparing and organizing staff meeting agendas and minutes. ● Maintain office supply inventory including ordering supplies and equipment. ● Assist with monitoring the database and entering data on a weekly basis. ● Present Cal-SOAP services to staff, students, parents, and the community during outreach and/or recruitment events. ● Assist the Project Director and Program Coordinator in the planning and coordination of activities, events, workshops, field-trips, training sessions, etc. ● Assist with maintaining the Cal-SOAP website and social media outlets up to date. ● Available to work some evenings and weekends as needed. ● Carry out 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>Minimum requirements:</p> <ul style="list-style-type: none"> ● High School Diploma or equivalent ● Minimum of one (1) to three (3) years of clerical experience

