

The Bulldog Foundation

ADMINISTRATIVE ASSISTANT

JOB ANNOUNCEMENT #19-991

POSITION SUMMARY:	<p>Full-time, benefited position through The Bulldog Foundation. The Bulldog Foundation (BDF) is the fundraising arm of Fresno State Athletics and provides Bulldog alumni, fans, and friends the opportunity to support Fresno State student-athletes. The primary function of this position is to provide a range of clerical, administrative, and event support for the Bulldog Foundation. Responsibilities include a variety of contacts with donors, community members, athletic department and university personnel. The Administrative Assistant is expected to be able to multi-task in a busy work environment and handle assigned projects with minimal supervision. Understanding and skill in using office technology including donor and ticketing software, Microsoft Office Suite, and some graphics programs is critical.</p>
ESSENTIAL JOB FUNCTIONS:	<p>Under the supervision of the Executive Director of the Bulldog Foundation, the Administrative Assistant is responsible for the following typical duties, but are not limited to these:</p> <ul style="list-style-type: none"> • Serve as the primary contact for both incoming calls and walk-ins to the Bulldog Foundation and direct calls to other staff members or departments as needed. • Communicate with donors regarding scholarship fund renewals, new donor pledges, sport club memberships, special events, as well as address any questions about the Bulldog Foundation or donor benefits. • Assign football and basketball season ticket locations to new and current donors. • Oversee the distribution of scholarship donor plaques and the annual recognition added to them. • Send meeting and informational communications, prepare materials, and maintain master binders and associated documents, and record/distribute meeting minutes for the following Bulldog Foundation entities: Board of Directors, Audit Committee, and Endowment Committee. • All Sports Admissions - oversee printing, laminating, and distribution of passes to eligible donors and handle associated inquiries. • Update donor information changes into fund raising software. • Maintain and order all office supplies for Bulldog Foundation operation. Schedule maintenance for all office equipment (copier, printer, postage and folding machines). • Mail Handling – Open mail, process, and distribute on a daily basis. • Accounting – prepare adding machine tape for all deposits in conjunction with the Accounting Specialist. • Input pledges and payments into fund raising software. • Retrieve daily phone messages and turn daily recording on and off. • Order campus parking passes for staff and special functions and serve as the parking liaison with the university. • Assist with the planning, preparation, and execution of BDF and Athletic Department special events. • Order product, maintain inventory, and distribute donor recognition gifts to designated BDF donors. • Create greeting cards and handle remembrances for donors and volunteers. • Mailing Projects – Oversee the processing of various mailing projects. • Performs special duties and projects 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 required • Bachelor’s degree or minimum two (2) years of full time office experience.

	<ul style="list-style-type: none"> • Excellent interpersonal, written, and oral communication skills. Thorough knowledge of English grammar, spelling, and punctuation. Ability to tactfully deal with donor concerns and issues • Demonstrated ability to handle sensitive or confidential documents and information • Strong organizational skills and the ability to prioritize and complete workload • Ability to independently handle multiple tasks in a busy work environment • Competency and experience in the use of Microsoft Word and Excel, the internet, and some graphic software • Demonstrated self-starter, energetic, creative, and a team player • Previous hands on work experience handling money, working with an adding machine, and balancing cash receipts • Some background or experience in college athletics and understanding of fundraising is preferred
SALARY/BENEFITS:	\$3,033.00 per month. Benefits include health, dental, vision, retirement, life insurance, vacation, sick leave, and holiday pay.
FILING DEADLINE:	Application review begins February 1, 2019; open until filled.
TO APPLY:	<p>Please visit the Auxiliary Human Resources page on our website 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 Bulldog Foundation. This is not a State of California position.*

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY/ADA EMPLOYER