

California State University, Fresno Foundation

ADMINISTRATIVE ASSISTANT – UPWARD BOUND (CLASSIC UB)

JOB ANNOUNCEMENT #19-002

POSITION & SUMMARY :	<p>Full-time, benefited position with the Upward Bound (UB) Program through the California State University, Fresno Foundation. Position is currently funded through August 2022. Upward Bound (UB) is a federally funded program that has served students since 1981, and provides intensive academic and career-oriented services to low-income/first generation high school students from Madera and Fresno. The overall mission of the program is two-fold: to provide students with the necessary support to persist and graduate from high school and to motivate and help them enroll in post-secondary education. During the summer, a six-week residential program is offered to enhance students' academic performance and career development. The Administrative Assistant will provide clerical, secretarial support, and the support necessary to staff and participants, under the supervision of the Director. Responsible for general office duties, including: receiving visitors, answering phones, providing program information, maintaining and ordering office supplies, dissemination and collection of program applications and information, scheduling student and staff appointments, creating and maintaining office filing system and recordings of budgetary expenses. Responsible for data entry and over all maintenance and reconciliation of the data base system.</p>
ESSENTIAL JOB FUNCTIONS:	<p>Under the supervision of the Program Director the incumbent will provide all administrative, clerical and office support to the Program Director and staff. Duties and responsibilities include, but are not limited to:</p> <ul style="list-style-type: none"> • Assist in monitoring and maintaining a balanced budget; process all budgetary transactions • Provide office coverage, greeting visitors and students, answering phones, taking and distributing messages and making appointments for staff and director • Assist with the completion and timely submission of the Upward Bound program annual performance reports • Maintain the program student database • Prepare, disseminate, and process all correspondence • Create, organize and update student and program files, prepare fiscal, statistical and program reports • Assist staff in the coordination of conferences and events • Assisting with the planning, developing, organizing and coordinating events/campus visits on and off campus which involves reserving charter busses, coordinating campus tours, arranging lodging for staff and students, meeting rooms, coordinating catering, budgeting, preparation of fliers, programs, award certificates and student packets • Maintain and process regular and temporary staff payroll, hire forms, evaluations; develop and maintain an office procedure manual. • Monitoring office equipment, supplies and inventory control • Provide general information regarding the program and its services • Arrange and schedule appointments, meeting and make travel arrangements for staff • Create, edit and maintain program literature and documentation • Train, supervise student staff, support program staff as needed, and be available and willing to work evenings and weekends if necessary • Available to work some evenings or weekends if necessary • Carry out other duties as assigned

POSITION REQUIREMENTS:	<p>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.</p> <ul style="list-style-type: none"> • High School Diploma or equivalent <ul style="list-style-type: none"> ○ Associate of Arts/Science in Business Administration or related field preferred • At least two (2) years of experience in office management or general office administrative experience with general knowledge of office methods, procedures and practices or a combination of education and experience • Be knowledgeable of Blumen for services and student tracking purposes or similar tracking programs • Must possess excellent oral and written communication skills • Ability to read and interpret policies, fiscal forms and other documents • General knowledge of office methods, procedures, and practices • Ability to establish and maintain a cooperative working relationship with program staff, students, parents, and the general public • Must be able to maintain a high level of tact and diplomacy • Must be computer literate, knowledgeable of various software applications and be able operate and occasionally troubleshoot standard operating equipment • Strong interpersonal skills, including the ability to work with a diverse population within the organization and from the local, campus, and high school communities • Bilingual skills- English/Spanish or English/Hmong preferred • Must possess excellent organizational skills • Must be flexible with the ability to organize multiple tasks and events, adjust priorities and work under pressure of deadlines
SALARY/BENEFITS:	<p>\$2,583.00 per month. Benefits include health, dental, vision and 401(k), vacation, sick, and holiday pay.</p>
FILING DEADLINE:	<p>Application review begins February 21, 2019; open until filled.</p>
TO APPLY:	<p>Please visit our Auxiliary Human Resource web site at www.auxiliary.com 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 Ave. Fresno, CA 93710 Fax: (559) 278-0988</p> <p style="text-align: center;">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.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY/ADA EMPLOYER