

# Fresno State Programs for Children

## ADMINISTRATIVE ASSISTANT – PROGRAMS FOR CHILDREN

JOB ANNOUNCEMENT #19-033

<b>POSITION SUMMARY:</b>	<p><b>Administrative Assistant – Full-time, non-benefited position for Programs for Children.</b> Fresno State Programs for Children provides child development services for children three months to 12 years old and has three sites located on the campus of California State University, Fresno. The position of Administrative Assistant will be responsible for the coordination of duties related to all program operations including enrollment and eligibility, program finances, facilities and personnel.</p>
<b>ESSENTIAL JOB FUNCTIONS:</b>	<p>Under the general direction of the Program Director, the Administrative Assistant will be responsible for the duties below. Typical duties include, but are not limited to, the following:</p> <p><b>Enrollment, Attendance and Contracts:</b></p> <ul style="list-style-type: none"> <li>● Informing potential families of enrollment process.</li> <li>● Intake of pre-enrollment forms.</li> <li>● Check completed enrollment paperwork for accuracy and completeness.</li> <li>● Maintain and manage program waitlist.</li> <li>● Maintain children’s health records.</li> <li>● Check completed enrollment paperwork for accuracy and completeness.</li> <li>● Assist in maintaining children’s records.</li> <li>● Prepare and monitor monthly sign-in sheets.</li> <li>● Determine fees, bill parents and collect fees.</li> <li>● Work with classrooms to monitor children’s attendance.</li> <li>● Work with Program Director and leadership team in developing and meeting enrollment targets.</li> <li>● Prepare and submit required reports related to contracts and enrollment including: attendance, monthly and annual California and Adult Care Food Program (CACFP) reports, accounts receivable, immunizations, and billing.</li> </ul> <p><b>Fiscal:</b></p> <ul style="list-style-type: none"> <li>● Prepare and submit payment authorizations and deposits.</li> </ul> <p><b>Personnel:</b></p> <ul style="list-style-type: none"> <li>● Excellent customer service skills.</li> <li>● Greet and assist the public, students, staff, and faculty and interact with Department and Institute.</li> <li>● Assist with maintaining and updating current employee files to ensure files are current and compliant with licensing requirements and include fingerprints, health, personnel record, physician report, criminal record check, child abuse index, permits, etc.</li> </ul> <p><b>Administrative Support:</b></p> <ul style="list-style-type: none"> <li>● Maintain program records and files.</li> <li>● Assist with completion of program tasks and duties related to licensing, Early Stars and Accreditation.</li> <li>● Complete, send and monitor service requests to University for repairs and other services.</li> <li>● Organize and update computer files, and managing program forms for daily use.</li> <li>● Support program staff in ordering materials and supplies for the program.</li> <li>● Manage and keep data of visitation and observation logs.</li> <li>● Other duties as assigned.</li> </ul>
<b>QUALIFICATIONS &amp; EXPERIENCE:</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> <ul style="list-style-type: none"> <li>● High School Diploma or GED required; Associate's degree preferred</li> <li>● Experience in office operations, personnel, accounting, data management, and computer skills required.</li> <li>● Previous experience in federal and state-funded contract programs strongly preferred.</li> </ul>
<b>COMPENSATION:</b>	\$14.00 per hour. This position is non-benefited.

<b>DEADLINE:</b>	<b>Application review begins August 23, 2019; open until filled.</b>
<b>TO APPLY:</b>	<p>Please visit the Auxiliary Human Resources page 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>California State University, Fresno Auxiliary Human Resources 2771 E. Shaw Avenue Fresno, CA 93710      Fax: (559) 278-0988</p> <p><b>Application &amp; resume may be e-mailed to: <a href="mailto:HRAUX@LISTSERV.csufresno.edu">HRAUX@LISTSERV.csufresno.edu</a></b></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 Fresno State Programs for Children. This is not a State of California position.*

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY/ADA EMPLOYER**