

# California State University, Fresno Foundation

## ADMINISTRATIVE ASSISTANT (PORTERVILLE) – EDUCATIONAL TALENT SEARCH

JOB ANNOUNCEMENT #20-115

<b>POSITION &amp; SUMMARY:</b>	<p><b>Full-time, benefited, 12 month position through the California State University, Fresno Foundation.</b> Educational Talent Search assists participants to continue and graduate from secondary school and to enroll in postsecondary educational programs. Services include academic planning, career counseling, financial aid orientation, pre-admission testing, and outreach assistance with postsecondary education. The Administrative Assistant will provide clerical, secretarial support, and light caseload management to staff and participants at Porterville College, 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 at school sites and special events, assisting with completing of student enrollments, scheduling student and staff appointments and creating and maintaining office filing system. Responsible for all data entry and over all maintenance and reconciliation of the data base system. This position will primarily be housed at Porterville College.</p>
<b>ESSENTIAL JOB FUNCTIONS:</b>	<p>Under the supervision of the Director, the incumbent will be responsible for the administrative office operations of Educational Talent Search. Typical duties include, but are not limited to:</p> <ul style="list-style-type: none"> <li>● General office duties including reception, greeting visitors and students, answering phones, taking and distributing messages and making appointments for work group.</li> <li>● Maintaining the program database, a computerized file system involving participant eligibility, personal information, demographic data, academic records, college and financial aid application information and program services as it relates to the grant and adhering to the University's Confidentiality Policy.</li> <li>● Data entry of participants' applications into database system.</li> <li>● Creating and maintaining office and program files, preparing and processing correspondence, scheduling meetings and, taking meeting minutes and maintaining program outreach material.</li> <li>● Creating various departmental reports, monthly and quarterly, as well as government/program reports.</li> <li>● Preparing desktop published quality materials for bulk printing (brochures, posters, applications, intake forms and associated project materials).</li> <li>● Preparing all purchase, payment, and travel forms for the Fresno State Foundation; and internal fiscal reports and maintaining expenditure records by specific budget category.</li> <li>● File and assist with monitoring expenditures to meet the program budgetary needs.</li> <li>● Assisting with the planning, developing, organizing and coordinating of events/campus visits on and off campus, which involves:             <ul style="list-style-type: none"> <li>○ Reserving charter busses and arranging lodging for staff and students</li> <li>○ Coordinating campus tours, meeting rooms and catering</li> <li>○ Preparing fliers, programs, award certificates and student packets</li> </ul> </li> <li>● Assisting the college counselors with weekly preparations to visit high schools</li> <li>● Assist with dissemination of program information and applications to students at schools sites and special events.</li> <li>● Sends mailings, text messages and voice recordings to participants and parents; maintain social media sites and programming calendar.</li> <li>● Collect student applications and review for completion; make phone calls to students and parents to collect correct information.</li> <li>● Prepare file and route to College Counselor.</li> <li>● Training, assigning work and supervising student assistant while monitoring his/her progress on assignments or projects given.</li> <li>● Take notes at staff meetings; prepare and distribute minutes.</li> <li>● Keeping the office clean, stocked and well organized.</li> <li>● Monitoring office equipment and maintaining inventory control of needed supplies.</li> <li>● Assisting Director with objectives verification and completion of Annual Performance Report.</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 minimum 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>• Associate of Arts/Science in Business Administration or related field</li> <li>• Minimum of two (2) years administrative experience with general knowledge of office methods, procedures and practices or a combination of education and experience</li> <li>• Possession of a valid driver's license, reliable vehicle, and valid insurance as travel may be required</li> <li>• Must possess excellent oral and written communication skills</li> <li>• Fluency in English and Spanish preferred</li> <li>• Must be able to maintain a high level of tact and diplomacy</li> <li>• Must be computer literate, knowledgeable of various software applications and be able operate and occasionally troubleshoot standard operating equipment</li> <li>• Strong interpersonal skills, including the ability to work with a diverse population within the organization and from the local, campus, and high school communities</li> <li>• Ability to work independently and be self-motivated</li> <li>• Must possess excellent organizational skills</li> <li>• Must be flexible with the ability to organize multiple tasks and events, adjust priorities and work under pressure of deadlines</li> </ul>
<b>SALARY/BENEFITS:</b>	<b>\$2,368.95 per month.</b> Benefits include medical, dental, vision and life insurance, 401(k), vacation, sick leave and holiday pay.
<b>FILING DEADLINE:</b>	<b>Application review begins August 10, 2020. Open until filled.</b>
<b>TO APPLY:</b>	<p><b>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:</b></p> <p style="padding-left: 40px;">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 &amp; resume to: <a href="mailto:HRAUX@LISTSERV.csufresno.edu">HRAUX@LISTSERV.csufresno.edu</a></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**