

# California State University, Fresno Foundation

## ADMINISTRATIVE ASSISTANT – STUDENT RECREATION CENTER

JOB ANNOUNCEMENT #19-990

<p><b>POSITION SUMMARY:</b></p>	<p><b>Full-time, benefited position with the Student Recreation Center through the California State University, Fresno Foundation.</b> The Student Recreation Center Administrative Assistant is responsible for the day to day functions of Member Services and Administrative office, as well as handling various administrative projects for department staff. Fostering student success and retention is fundamental to the department’s philosophy as it reports within the Division of Student Affairs and Enrollment Management.</p>
<p><b>ESSENTIAL JOB FUNCTIONS:</b></p>	<p>Under the supervision of the Student Recreation Center’s Assistant Director, the incumbent will be responsible for the following tasks. Typical duties include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Coordinating the daily operation of the Member Services and Administrative Offices</li> <li>• Assisting with the management of all sales including SRC and Aquatics memberships</li> <li>• Coordinating locker rentals and towel service</li> <li>• Responsible for the review and processing of invoices for payment through Association Accounting</li> <li>• Reconciles sales and generates reports as necessary</li> <li>• Assisting with the operation and maintenance of membership data through Spectrum NG</li> <li>• Serving as primary business office contact and resource for University Departments and external customers</li> <li>• Coordinating, performing and facilitating a variety of secretarial/office management tasks</li> <li>• Working cooperatively with the entire Student Recreation Center staff in fulfilling the mission of the SRC</li> <li>• Ensuring accuracy in attending to the many details of the position</li> <li>• Work habits must include regular attendance, teamwork, initiative, dependability and promptness</li> <li>• Must be familiar with all aspects of office operations and recordkeeping</li> <li>• Supervising and training the Member Services student assistants.</li> <li>• Database and financial records maintenance</li> <li>• Coordinates the ordering of office supplies and controlling inventory</li> <li>• Routine correspondence</li> <li>• Other related duties as assigned</li> </ul>
<p><b>QUALIFICATIONS &amp; EXPERIENCE:</b></p>	<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 general education degree (GED) required</li> <li>• Two (2) or more years of office experience and basic accounting education and/or experience is necessary</li> <li>• Equivalent combination of education and experience</li> <li>• Proficiency in MS Office software, email, and familiarity with electronic meeting scheduling programs</li> <li>• Reasonable knowledge of California State University, Fresno and departmental policies and procedures</li> <li>• Strong interpersonal, communication and organizational skills are required</li> <li>• Ability to prioritize multiple clerical support projects and make timely and appropriate judgments</li> <li>• Ability to work in a fast-paced work environment with occasional interruptions</li> <li>• Must have good problem-solving skills and be comfortable working in a diverse environment</li> </ul>

<b>SALARY/BENEFITS:</b>	\$13.00 - \$15.50 per hour. Salary will be commensurate with education and experience. Benefits include health, dental, vision and life insurance, vacation, holiday pay, and sick leave.
<b>FILING DEADLINE:</b>	<b>Application review begins January 30, 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 style="text-align: center;">California State University, Fresno  Auxiliary Human Resources  2771 E. Shaw Avenue  Fresno, CA 93710      Fax: (559) 278-0988</p> <p>Application &amp; resume may be e-mailed 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**