

California State University, Fresno Foundation

ADMINISTRATIVE ASSISTANT – UNIVERSITY STUDENT UNION JOB ANNOUNCEMENT #19-989

POSITION SUMMARY:	<p>Full-time, benefitted position available for the University Student Union. This position coordinates, performs and/or facilitates a variety of office/administrative/management tasks. Assists in personnel administration and coordination of office/secretarial operations. Work is performed under general supervision of the Associate Dean of Student Involvement with independence required in attending to the many details of the position. This position will work cooperatively with the entire University Student Union (USU) staff in fulfilling the mission of the University Student Union.</p>
ESSENTIAL JOB FUNCTIONS:	<p>Under the general supervision of the Associate Dean of the University Student Union, the Administrative Assistant will be responsible for the following:</p> <p><u>Staffing Coordination</u></p> <ul style="list-style-type: none"> ● Supervises and trains USU student assistant in office procedures, use of office equipment and understanding of job responsibilities. ● Process all part-time employment hiring, change of status, separation forms, and forms for submission to Auxiliary Human Resources, including I9 verification form. ● Maintains current roster of all employees. ● Prepare master leave calendar and discuss with the Director any overlapping personnel requests for leave that is crucial to the functioning of the Student Union. <p><u>Operations Coordination</u></p> <ul style="list-style-type: none"> ● Responsible for developing a working knowledge of all functions of University Student Union/Student Activities and Leadership Development areas. ● Develop and maintain a filing and recording system for University Student Union financial records. ● Knowledge of all office equipment. Order supplies for office equipment and USU staff. <p><u>Budget Coordination</u></p> <ul style="list-style-type: none"> ● Prepare, distribute for signature and process for payment, communication and copy machine billing. ● Process billing for all Student Union facilities and services. ● Process Accounts Receivable statements and coordinate communications regarding outstanding invoices with vendors regarding payment. ● Record and deposit payments received for facilities and services rendered. ● Prepare and distribute purchase orders, pending and open, for all budgeted areas of the Student Union, including Vintage Days. ● Responsible for the processing and distribution for payment of invoices. Prepare authorizations for payment of services for the following areas, but not limited to: USU General, Building Operations (Maintenance/Custodial), Satellite Student Union, Recreation Center, Information/Reservation Center and Post Office. Maintain an accounts payable file for each budgeted area of the University Student Union. ● Assist in the annual preparation of the budget. <p><u>Administrative</u></p> <ul style="list-style-type: none"> ● Distribute incoming mail, screen the Associate Dean’s mail. ● Coordinate the Associate Dean’s appointment schedule and other management staff as needed. ● Answer incoming calls, responding when possible and/or refer to proper person or office. ● Coordinate arrangements and prepare and distribute agendas for the University Student Union Board of Directors, Budget & Finance Committee and USU staff meetings. Record, transcribe and distribute the minutes of the University Student Union Board and Budget & Finance Committee.

	<ul style="list-style-type: none"> • Drafts routine business correspondence, develops formats for a variety of written material and designs office forms for Associate Dean and Union. • Process all confidential correspondence for the department. • Coordination of office programs including information, planning and implementation of the variety of activities of Student Involvement, including New Student Convocation, FresWOW Weeks of Welcome , Vintage Days, Greek Life, Commencement, Center for Leadership, Club Sports, Outdoor Adventures Program, Off-Campus Student Life, Outdoor areas, student organizations and off-campus organizations. <p>General</p> <ul style="list-style-type: none"> • Coordinates travel arrangements for University Student Union related travel. • Follow existing departmental and university guidelines and policies where applicable. • Special assignments and other duties as directed by the Associate Dean and University Student Union.
POSITION REQUIREMENTS:	<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 or equivalent required. • Preferred: Associates Degree in Secretarial Science, Business School Degree, or comparable formal training, with four (4) years experience in performing a wide variety of clerical/secretarial tasks. • Skilled in the use of computer applications, typewriter as well as other basic office equipment. • Previous work in a position that would provide experience and special qualities necessary to relate to the wide spectrum of individuals unique to the University Student Union setting.
COMPENSATION:	\$2,500.00 - \$2,916.66 per month. Benefits include health, dental, vision, life insurance, vacation, sick, and holiday pay.
DEADLINE:	Application review begins January 22, 2019; open until filled
TO APPLY:	<p>Please visit the Auxiliary Human Resources page 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 California State University, Fresno Foundation. This is not a State of California position.

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