

# California State University, Fresno Foundation

## ADMINISTRATIVE ASSISTANT – ADVANCEMENT SERVICES

JOB ANNOUNCEMENT #19-025

<b>POSITION SUMMARY:</b>	<p><b>Full-time, benefited position with Advancement Service through the California State University, Fresno Foundation.</b> The primary purpose of this position is to provide a full range of clerical and administrative support for Donor Relations. Work is often of a project nature, with a difficulty level of “moderately complex” and requires judgment and discretion to formulate sound solution. Work often involves contact with a variety of campus and community individuals. Incumbents are expected to possess advanced skills in accounting procedures and in the use and application of office technology software. This may include word processing, database and electronic spreadsheets.</p>
<b>ESSENTIAL JOB FUNCTIONS:</b>	<p>Under the supervision of the Director of Donor Relations, 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>• Preparing a wide variety of correspondence in final form and free of technical spelling and grammatical errors</li> <li>• Processing standard and electronic mail, including mass mailings using mail merge technology</li> <li>• Preparing and composing correspondence, reports, etc.</li> <li>• Creating/maintaining standard and electronic files and records including: development files and a variety of confidential documents</li> <li>• Making travel and other arrangements</li> <li>• Providing logistical support in all aspects of fundraising and constituent relations</li> <li>• Updating information on alumni/donor database</li> <li>• Maintaining, researching and analyzing data in support of department activities, development projects, special events and a wide variety of scheduled and emergent administrative tasks</li> <li>• Using and maintaining advanced features of standard office automation software such as word processing, electronic spreadsheet development and database maintenance and development</li> <li>• Working with staff and faculty to coordinate work and projects</li> <li>• Reconciling and maintaining various financial accounts</li> <li>• Serving as a contact and resource within and outside the University on assigned projects and events</li> <li>• Assisting in the scheduling, planning, execution and evaluation of a variety of special events (e.g. luncheons/dinners/receptions)</li> <li>• Representing the unit to a wide range of external constituencies</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>• Bachelor’s degree or minimum two (2) years office and/or event experience</li> <li>• Excellent interpersonal skills</li> <li>• Strong oral and written communication skills. Thorough knowledge of English grammar, spelling and punctuation</li> <li>• Knowledge of business accounting beyond basic arithmetic (e.g. ratios, percentages, tracking financial data and make simple projections)</li> <li>• Ability to independently handle multiple and competing work unit priorities</li> <li>• Working knowledge of budget policies and procedures</li> <li>• Demonstrated ability to be a highly energetic, self-starting, creative and an entrepreneurial professional</li> <li>• Ability to:</li> </ul>

	<ul style="list-style-type: none"> <li>○ Travel and attend various functions, meetings and conferences as required</li> <li>○ Work effectively in a highly consultative and collaborative environment</li> <li>○ Establish and maintain effective working relationships with faculty, staff and funding representatives from diverse ethnic, cultural and socioeconomic backgrounds</li> <li>○ Maintain a professional level of confidentiality</li> <li>○ Competency and experience with the use of Microsoft Word, Excel, PowerPoint, email and the internet</li> </ul> <ul style="list-style-type: none"> <li>● Fully functional knowledge of and skill in standard office procedures and practices</li> <li>● A history of regular attendance and positive performance evaluations</li> <li>● Work some weekends and evenings</li> <li>● A valid Driver's License as driving may be a requirement of the position</li> </ul>
<b>COMPENSATION:</b>	\$2,832.50 per month. Benefits include health, dental, vision, life and 401(k), vacation, sick, and holiday pay.
<b>DEADLINE:</b>	<b>Application review begins June 17, 2019; 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>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.*

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