

California State University, Fresno Foundation

ADMINISTRATIVE SUPPORT COORDINATOR – FRESNO STATE STUDENT HOUSING

JOB ANNOUNCEMENT #19-039

POSITION & SUMMARY:	<p>Full-time, benefited position for Fresno State Student Housing through the California State University, Fresno Foundation. Fresno State Student Housing is the on-campus living facility at California State University, Fresno, for students who attend the university. The facility includes beds for approximately 1,100 residents who live in one of three community-style halls or six residence suite halls. This is a year-round facility for students during the academic year and other interest groups/programs during the summer months.</p> <p>Under the general direction of the Assistant Director of Housing, the Administrative Support Coordinator is responsible primarily for accounts payable, purchasing, inventory and printing reports for University Courtyard. In addition, the incumbent is proficient with the following software applications; Microsoft Word, Excel and Data Base. The ability to learn new software programs as required for completion of job responsibilities (i.e. C.Bord, JD Edwards and Kronos).</p>
ESSENTIAL JOB FUNCTIONS:	<p>Under the direction of the Assistant Director of Housing, the Administrative Support Coordinator will be responsible for the following functions. Typical duties include, but are not limited to:</p> <ul style="list-style-type: none"> • Responsible for ordering, receiving, and inventory of supplies and equipment for the following areas: Offices within Housing, Main Office, Copy Room, Marketing, Summer Conferences, Residence Life, Housekeeping, Maintenance, Resident rooms (furnishings), computer lab, recreation room, lobbies, storage room and pool/patio. • Obtain bids for print materials, deliver and pick up job from print/copy shop. • Reconcile petty cash/cash boxes for the Office (Atrium Customer Service Desk), Community Hall Desk. • Process and record all accounts payable, generate purchase orders, prepare authorizations for payment, match invoices and statements, and prepare invoices for payment. • <u>Clerical Support:</u> Greet students and general public/answer questions. Utilize C-Bord, Microsoft Word, and Microsoft Excel in completion of daily assignments, and responsible for proper format accuracy, completeness, and proper routing of all copies. • Assist all senior staff and student staff with clerical needs. • Prepare and process STAR Registration Information. • Serve as back up person for Time and Attendance Report (Kronos). • <u>Office:</u> Answer phones, maintain filing system, receive, screen, and distribute office mail, handle routine and standard requests independently or within policies, make arrangements for Housing events (including arrangements with vendors), establish and maintain vendor files and insurance contracts, make travel arrangements and process travel vouchers, update all First Aid kits (pool and desks), maintain MSDS binder, maintain liability binder, process requisitions (telephone, keys, ground, print, labeling, mailings). • Schedule interviews for Housing applicants. • Other duties as assigned.
QUALIFICATIONS & EXPERIENCE:	<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"> • A high school diploma or equivalent required • One (1) to three (3) months related experience and/or training • A vehicle with a valid driver's license.
SALARY/BENEFITS:	<p>\$14.00 – \$16.00 per hour, DOE. Benefits include health, dental, vision, life insurance and 401K, vacation, sick leave and holiday pay.</p>
FILING DEADLINE:	<p>Application review begins August 14, 2019. Open until filled.</p>

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.*

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY/ADA EMPLOYER