

California State University, Fresno Foundation

PROGRAM ASSISTANT – UNIVERSITY BUSINESS CENTER JOB ANNOUNCEMENT #17-844

POSITION SUMMARY:	Full-time, benefited position for the California State University, Fresno Foundation. This position is responsible for providing programmatic, administrative, and fiscal support within the University Business Center (UBC).
ESSENTIAL JOB FUNCTIONS:	<p>The incumbent has to be able to successfully carry out the following duties and responsibilities. Duties include, but are not limited to:</p> <ul style="list-style-type: none"> • Provide administrative and fiscal support to UBC programs, specifically to the Executive MBA program • Responsible for processing and coordination of purchase orders, direct pays, and payment authorizations • Maintain expenditure records by specific budget category and prepare fiscal reports • Monitor financial reporting system on a regular basis to ensure accounting activity is correct and up to date • Provide financial reconciliation of various UBC programs on a regular basis • Provide a variety of clerical assistance to UBC programs • Maintain a computerized management information system of files and records involving participant eligibility, confidential personal information, demographic data and other program data • Responsible for creating various programmatic reports • Responsible for general office duties including reception, greeting visitors and students, answering phones, taking and distributing messages, and email communications • Responsible for creating and maintaining paper and electronic files • Communicate with internal and external staff regarding project updates, deadlines, etc. • Provide data and reports of the program on an as needed basis • Other duties as assigned
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 required • Bachelor’s Degree is preferred • Two (2) or more years of work experience with progressively responsible clerical administrative support experience; preferably in an academic and grant setting • Exceptional organizational and time management skills with attention to detail and accuracy • Possess demonstrated organizational and recordkeeping skills • Possess highly developed interpersonal skills • Ability to maintain effective working relationships with faculty, staff, students, and the general public from diverse ethnic, cultural, and socio-economic backgrounds • Ability to work in a fast-paced environment with frequent interruptions while prioritizing multiple assignments and is responsive to short notice requests and deadlines • Experience with web-based email and calendar/meeting software • Expertise in using office software and technology (i.e., Microsoft Office Suite) • Familiarity in using Peoplesoft • Familiarity with Accounts Receivable and Accounts Payable processes • Ability to work effectively with personnel, faculty, staff, and students from diverse ethnic, cultural and socio-economic backgrounds; and a history of regular attendance and positive performance evaluations

COMPENSATION:	\$3,166.66 - \$3,333.33/month. Salary will be commensurate and competitive with experience and qualifications. Benefits include health, dental, vision, life, and vacation, sick, and holiday pay.
DEADLINE:	Application review begins August 15, 2017; open until filled.
TO APPLY:	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: California State University, Fresno Auxiliary Human Resources 2771 E. Shaw Ave. (there is no suite number) Fresno, CA 93710 Fax: (559) 278-0988 E-mail completed application & resume to: HRAUX@LISTSERV.csufresno.edu

RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION

Employment for this position is by the California State University, Fresno Foundation. This is not a State of California position.

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