

# California State University, Fresno Foundation

## STUDENT ADMINISTRATIVE ASSISTANT – FOCUSED BEHAVIORAL SERVICES

### JOB ANNOUNCEMENT #18-983

<b>POSITION SUMMARY:</b>	<p><b>Part-time, student position with Focused Behavioral Services (FBS) through the California State University, Fresno Foundation.</b> Focused Behavioral Services (FBS) is comprised of two (2) programs that operate education, treatment, and research programs in conjunction with Fresno State’s Applied Behavioral Analysis (ABA) program: Behavior Intervention Services at Fresno State and Social Connections at Fresno State. The Student Administrative Assistant will have responsibilities supporting both programs under the supervision of the FBS Operations and Clinical Directors and the Administrative Assistant. The primary focus of this position will be to assist with the administrative duties and requirements of all programs.</p>
<b>MAJOR DUTIES:</b>	<p>Under the supervision of the FBS manager and the Administrative coordinator, the incumbent will be responsible for assisting with the following operations:</p> <p><b>Personnel</b></p> <ul style="list-style-type: none"> <li>• Assist with all aspects of the hiring process             <ul style="list-style-type: none"> <li>○ Providing new hires with hiring packets and collecting relevant documentation</li> <li>○ Maintaining and updating staff files</li> <li>○ Coordinate the logistics of staff meetings and trainings</li> </ul> </li> <li>• Make changes to staff schedules as needed</li> <li>• Communicate with staff on administrative issues as instructed by the FBS manager, clinical director, or administrative coordinator</li> </ul> <p><b>Client Management/Service</b></p> <ul style="list-style-type: none"> <li>• Assist in the intake process for all new clients (providing and accepting intake paperwork, including insurance information and schedules)</li> <li>• Answer calls and relay messages to staff from parents, funding sources, and other relevant parties</li> <li>• Make schedule changes as needed based on client cancelations</li> <li>• Assist in community outreach projects and fundraising</li> <li>• Communicate with the families regarding events, closures, meeting, and policy updates</li> <li>• Maintain client and employee electronic filing system by scanning documents into shared database</li> </ul> <p><b>Finance</b></p> <ul style="list-style-type: none"> <li>• Process and track all reimbursements (e.g. travel, conferences, purchases)</li> <li>• Order supplies and materials as needed</li> </ul> <p><b>Medical Insurance and Regional Center Billing</b></p> <ul style="list-style-type: none"> <li>• Assist administrative assistant in updating and entering client and staff information into relevant billing software.</li> <li>• Assist administrative assistant with billing as needed.</li> <li>• Generate parent verification forms</li> </ul> <p><b>Communication</b></p> <ul style="list-style-type: none"> <li>• Act as a liaison to outside agencies and families of clients</li> <li>• Communicate with the families regarding events, closures, meeting, and policy updates</li> <li>• Assist with all public relations and fundraising events by offering administrative support</li> <li>• Open and sort mail and deliver it to the appropriate personnel</li> <li>• Answers calls, take messages, route email inquiries to the appropriate personnel</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>• Must be an undergraduate student at Fresno State and enrolled in at least six (6) units or a graduate student enrolled in at least three (3) units.</li> <li>• Must have afternoon (2:00pm – 6:00pm) availability Monday through Friday. Must have at least ten (10) hours per week of availability.</li> </ul>

	<ul style="list-style-type: none"> <li>• Must be computer literate at a level sufficient to effectively carry out the responsibilities of the position: Microsoft Word, Excel, PowerPoint, and email.</li> </ul> <p>Preferred:</p> <ul style="list-style-type: none"> <li>• Six (6) months to one (1) year experience in an office/administrative setting</li> <li>• Similar experience in an ABA institution</li> <li>• Bilingual English/Spanish</li> </ul>
<b>SALARY:</b>	\$11.00 per hour. This position is non-benefited.
<b>DEADLINE:</b>	<b>Application review begins immediately. 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.</b></p> <p><b>Please submit application, resume and cover letter to:</b></p> <p>California State University, Fresno  Auxiliary Human Resources  2771 E. Shaw Avenue  Fresno, CA 93710 Fax: (559) 278-0988</p> <p><b>Application &amp; resume may be e-mailed to: <a href="mailto:HRAUX@LISTSERV.csufresno.edu">HRAUX@LISTSERV.csufresno.edu</a></b></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**