

California State University, Fresno Foundation

ADMINISTRATIVE SUPPORT COORDINATOR – CENTRAL CALIFORNIA CENTER FOR EXCELLENCE IN NURSING JOB ANNOUNCEMENT #17-841

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| POSITION SUMMARY: | <p>Full-time (75% time, 30 hours per week), benefited position through the California State University, Fresno Foundation. The Central California Center for Excellence in Nursing (CCCEN) is located within the Central California Center for Health and Human Services (CCCHHS), an ancillary unit of California State University, Fresno. The Central California Center for Excellence in Nursing’s purpose is to provide strong, innovative, well-focused leadership that joins research, education and the broadest range of health care resources to train and retain quality nurses to create a healthier Valley.</p> |
| ESSENTIAL JOB FUNCTIONS: | <p>Under the direction of the Director, the Administrative Support Coordinator will be responsible for the following:</p> <ul style="list-style-type: none"> • Financials: Preparation of reimbursements for staff; tracking various expenses in database; assist with the preparation/modification of budgets. • Clerical Support: answering phones; greeting customers; preparing meeting agendas and meeting notes; preparing various other external communication, including facilitating communication and networking between CCCEN partners, this would entail sending out meeting reminders and notices and keeping contact list current; creating and editing standard spreadsheets; arranging travel and accommodations for CCCEN staff; maintaining files and records, processing mail, gathering data, preparing standard reports. • Event Planning: General event planning and coordination including researching and making recommendations regarding venue options for local and out-of-town events; Review contract requirements, assist with event details such as location, meeting facilities, media and security; compile attendee listings, send invitations and track responses. • Offsite Responsibilities: Travels to event venues; Dean’s office and the Foundation for business related purposes. • Director Support: assist in organizing meetings and appointments for Director; assist in writing reports and responding to other communications, i.e. emails. • Other duties may be 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 or equivalent • Minimum of one (1) year of clerical experience • Associate of Arts degree or technical training is preferred • Knowledge of current office methods, procedures, and practices • Outstanding oral and written communications skills, including knowledge of English grammar, spelling and punctuation • Demonstrated ability to: <ul style="list-style-type: none"> ○ Use standard office automation software including Microsoft Office and Microsoft Access; use of Adobe PageMaker and Illustrator are desirable. ○ Use the internet and e-mail functions ○ Perform arithmetic computations with minimal errors ○ Learn, independently interpret, and apply a variety of complex policies and procedures and identify deviations from policy ○ Apply effective listening, writing and oral skills and competence in interpreting and communicating procedures, policies, information, ideas and instructions ○ Work effectively with faculty, staff and students from diverse ethnic, cultural, and socio-economic backgrounds • A history of punctuality and positive performance reviews |

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| COMPENSATION: | \$1,950.00 / month. Benefits include health, dental, vision, life, 401(k), vacation, sick leave, and holiday pay. |
| DEADLINE: | Application review begins August 22, 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.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY/ADA EMPLOYER