

# **California State University, Fresno Foundation**

## **ADMINISTRATIVE SUPPORT COORDINATOR – ADMINISTRATION/LEGAL**

**JOB ANNOUNCEMENT #18-877**

<b>POSITION SUMMARY:</b>	<p><b>Full-time, benefited position through the California State University, Fresno Foundation.</b> The Administrative Support Coordinator is responsible for the corporate administrative and legal administrative support functions of California State University, Fresno Association, Inc., and other entities to which the Association provides management services. This position provides primary support and assistance to Staff Counsel, Associate Vice President for Auxiliary Operations and other staff as needed, and interacts with service customers and the public in furtherance of these functions.</p>
<b>ESSENTIAL JOB FUNCTIONS:</b>	<p>Under the general direction of the Associate Staff Counsel, specific responsibilities include:</p> <ul style="list-style-type: none"> <li>• Receive and track sponsored program contracts, vendor agreements, and gift agreements for Staff Counsel review.</li> <li>• Prepare and/or review various basic purchasing, service and similar contracts with minimal or no supervision using a standard agreement template.</li> <li>• Maintain master database of all Auxiliary Corporations’ agreements, MOU’s, ground leases, facility leases, etc.; monitor master database for agreement expiration dates to ensure timely preparation of renewal agreements; and in some instances, renew agreements independently assuming no substantial changes from prior agreements.</li> <li>• Identify legal issues in sponsored program contracts requiring document modification in order to comply with CSU and/or campus policy, or to address risk management and other practical issues.</li> <li>• Identify issues within agreements that may be legally complex for in depth review by Staff Counsel; consult with Staff Counsel on those issues.</li> <li>• Organize, manage and maintain litigation files (pleadings, correspondences, notices, etc.).</li> <li>• Update of annual Management Services Agreements (MSAs) with each auxiliary organization using the standard form and obtain any required modifications.</li> <li>• Prepare board meeting agendas and meeting minutes for the Association, the Agricultural Foundation and Fresno State Programs for Children, and their respective Audit Committees, as well as the Food Services Advisory Subcommittee of the Association Board. Frequency is approximately four to five times a fiscal year.</li> <li>• Prepare board and committee packets based on agenda items, with some meeting packets at certain times requiring a high volume of preparation (budgets in May, Annual Reports in September).</li> <li>• Ensure proper notification of and posting of meeting notices and agendas for compliance with state law; Schedule all board and committee meetings on google calendar for member attendance. Frequency is approximately four to five times a fiscal year.</li> <li>• Prepare filing of Secretary of State “Statement of Information” for all corporations to whom the Association provides services in accordance with Management Services Agreements.</li> <li>• Prepare and send out annual conflict of interest forms to auxiliary organization board members, manage collection of executed conflict of interest forms and maintain records of said forms.</li> <li>• Assist in preparing Report of Tenants, Business Property Statements and Possessory Interest Listings for County Tax Assessor based on information provided by the Controller.</li> <li>• Prepare appropriate annual property tax exemption forms for the Association and other auxiliary organizations for Staff Counsel review; timely file them with the County Tax Assessor.</li> <li>• Prepare list of escheating funds based on reports provided by Association Accounting; prepare and send out mailings to escheating funds claimants required under state law; prepare and submit annual returns to State Controller; conduct research for any escheating questions or problems; maintain historical data log or all escheating reports and notices filed; respond to inquiries from individuals who received an escheating letter.</li> <li>• Prepare payment authorizations for disbursements for various building projects, units, etc.; Track project expenses within excel spreadsheet, with some spreadsheets more complex than others (Ex: Campus Pointe, JARC); Work with vendors and Facility staff for any billing or payment discrepancies/questions; Prepare invoices when needed.</li> <li>• Create and update organizational charts, flyers, invitations and other correspondence as needed.</li> </ul>

	<ul style="list-style-type: none"> <li>• Post budgets and annual reports to the respective auxiliary website and distribute these to Office of the President, Chief Financial Officer the Henry Madden Library.</li> <li>• Prepare and issue notice of completion as requested/required for projects; Have notice of completion recorded as needed.</li> <li>• Archive the meeting materials for each Board and committee; Organize packets in the value and ensure all packets are complete with any required signatures and handouts.</li> <li>• Respond to any audit requests for files, agreements and/or documents; Prepare annual attorney letters for distribution, utilizing a standard form.</li> <li>• Provide notary services</li> <li>• Maintain confidentiality</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>• High School diploma required</li> <li>• AA or Bachelor’s degree from an accredited educational institution preferred</li> <li>• Minimum three (3) years of relevant experience required</li> <li>• Computer literacy: Microsoft Word, Microsoft Excel, Microsoft Outlook, Microsoft Visio.</li> <li>• Ability to listen to information, accurately document pertinent facts and make note of any further action</li> <li>• Ability to communicate effectively and work efficiently, exercise time management skills and meet deadlines</li> <li>• Ability to work cooperatively with other employees of the Association</li> <li>• Thorough knowledge of principles and techniques of organization, administration, and management as well as organizational structure, functions and activities of auxiliary corporations</li> <li>• Ability to interact effectively on a routine basis with community leaders and the public, and with senior campus administrators</li> <li>• Preference will be given to candidates with direct experience providing support to corporate and/or non-profit boards, and/or with experience providing support in a law office environment</li> </ul>
<b>SALARY/BENEFITS:</b>	<b>\$3,000.00 - \$3,750.00 / month, depending on experience.</b> Salary will be commensurate with education and experience. Benefits include health, dental, vision, life insurance, vacation, sick leave, and holiday pay.
<b>FILING DEADLINE:</b>	<b>Application review begins January 16, 2018; open until filled.</b>
<b>TO APPLY:</b>	<p>Please visit the Auxiliary Human Resources page on our website 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:</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.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY/ADA EMPLOYER**