

California State University, Fresno Foundation

ADMINISTRATIVE ASSISTANT – CAL-SOAP

JOB ANNOUNCEMENT #18-953

POSITION:	Administrative Assistant - Full Time, benefited, 12 months of the year, position for the Central Valley California Student Opportunity & Access Program (Cal-SOAP), under the administrative direction of the California Student Aid Commission. This is a one (1) year grant with annual funding through June 30, 2019. Project continuation beyond June 2019 is contingent upon renewed funding by the California Student Aid Commission and ED FUND.
SUMMARY:	The mission of Central Valley Cal-SOAP is to educate, empower and encourage students and their families to access all opportunities to higher education. Cal-SOAP aims to raise the academic achievement and college/university enrollment levels of students from low-income households, elementary and secondary schools, geographic regions with documented low-eligibility and/or college participation rates, and students who are first in their families to attend college. Our vision encompasses a very strong collaborative effort with our partners to insure students' success through services such as: academic tutoring; advisement; college, test prep, financial aid, scholarship, transfer, and loan workshops; and college campus field-trips.
ESSENTIAL JOB FUNCTIONS:	<p>Under the supervision of the Project Director, the incumbent will be responsible for the administrative office operations of Central Valley Cal-SOAP. Typical duties include, but are not limited to:</p> <ul style="list-style-type: none"> ● Reception coverage, receiving and referring all incoming calls, receiving and directing office visitors in a professional and courteous manner. ● Maintain and process regular and temporary staff payroll, hire forms, evaluations; develop and maintain an Office Procedure Manual. ● Responsible for composing, disseminating and processing all correspondence, mail, expenditures, invoices, and purchase orders in a timely manner. ● Assure all financial accounts and transactions are in compliance with the CSU policy and the California Student Aid Commission policy. ● Assist with staff travel arrangements; prepare and process travel applications and claims. ● Prepare and process purchase requisitions and payment authorizations for supplies and program services. ● Assist the Project Director with gathering data for the completion and submission of quarter and annual reports. ● Assist with preparing and organizing staff meeting agendas and minutes. ● Maintain office supply inventory including ordering supplies and equipment. ● Assist with monitoring the database and entering data on a weekly basis. ● Present Cal-SOAP services to staff, students, parents, and the community during outreach and/or recruitment events. ● Assist the Project Director and Program Coordinator in the planning and coordination of activities, events, workshops, field-trips, training sessions, etc. ● Assist with maintaining the Cal-SOAP website and social media outlets up to date. ● Available to work some evenings and weekends as needed. ● Carry out 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 knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> <p>Minimum requirements:</p> <ul style="list-style-type: none"> ● High School Diploma or equivalent ● Minimum of one (1) to three (3) years of clerical experience

