

California State University, Fresno Foundation

ADMINISTRATIVE SUPPORT COORDINATOR – TITLE IV-E CHILD WELFARE

JOB ANNOUNCEMENT #18-959

<p>POSITION SUMMARY:</p>	<p>Full-time, benefited positions with the Title IV-E Child Welfare program through the California State University, Fresno Foundation. The Administrative Support Coordinator assists the Program Coordinator to meet the mission of the California Social Work Education Center (CalSWEC) Title IV-E program, to prepare a diverse group of social workers for careers in human services, with special emphasis in the fields of child welfare, integrated behavioral health, and aging to re-professionalize public social services. This is accomplished in part by providing financial support to Bachelors of Arts-Social Work (BASW) and Masters of Social Work (MSW) students enrolled in a related Social Work program designed for public child welfare practice competence and facilitating efforts that encourage the retention of professionals in public social service agencies.</p>
<p>ESSENTIAL JOB FUNCTIONS:</p>	<p>Under the supervision of the Program Coordinator, this position will perform a range of duties including, but not limited to:</p> <ul style="list-style-type: none"> • Under the general supervision of the Program Coordinator, will provide a variety of administrative, budgetary, and events-planning functions. • Responsible for accounting functions such as: maintain, reconcile, and analyze accounting transactions and expenses. • Working knowledge of Federal/State grants and contract regulations. • Data entry and maintenance of the CalSWEC Student Information System for all participating students, including employment obligation, delay/waiver petitions, and monetary repayment. • General administrative/clerical duties such as receiving and screening mail, screening visitors and telephone calls, handling routine and standard requests independently. • Plans for meetings, workshops, seminars and conferences, preparing agenda items for meetings, and following up on action items. • Attends and takes minutes at staff meetings, prepares correspondence and other documents from rough drafts to final form ensuring proper format accuracy, completeness, and proper routing of all copies. • Makes travel arrangements, processes travel reimbursements and travel claims for Title IV-E faculty. • Requisitions supplies and materials as needed for the program. • Prepares paperwork for disbursement of stipend and reimbursement checks to students. • Assists in the preparation of budget, re-budget, and match, including CalSWEC reports and related documentation for Title IV-E, SERVE, and oversight of BASW and MSW budget. • Maintains and provides oversight of confidential filing system. • Responsible for the coordination of student recruitment and selection committee, handles all applications, mailing and screening process for Title IV-E students, including maintaining student files • Supervision and training of all office staff including student assistants • Responsible for Title IV-E Thesis/Resource Library • Other duties as assigned
<p>QUALIFICATIONS & EXPERIENCE:</p>	<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"> • Associate degree with equivalent and five (5) years administrative/clerical experience • Knowledge of basic accounting debits and credits and ability to maintain, reconcile, and analyze accounting transactions and expenses • Thorough knowledge of office methods, practices, and procedures • PC literate with proficiency with Microsoft Word and Excel, and ability to learn accounting software in use

	<ul style="list-style-type: none"> • Working knowledge of Federal/State grants and contract regulations, including pre and post award processes • Excellent communication and interpersonal skills • Maintain a high level of tact and diplomacy and be able to work with a diverse population within the organization and the campus community • Flexible and able to adjust to priorities and work under the pressure of deadlines, as work atmosphere is a rapidly changing environment • Valid Driver's License, insurance and reliable vehicle as driving may be a requirement of the position • Excellent oral and written communication skills including a thorough knowledge of English, grammar, spelling and punctuation • Ability to work with diverse ethnic, cultural and socio-economic population groups • Ability to work independently and establish priorities under a heavy workload • Ability to perform complex work and handle simultaneous tasks with frequent interruptions • Ability to maintain confidentiality on and off campus <p>Preferred</p> <ul style="list-style-type: none"> • Bachelor's Degree or equivalent • Knowledge of Google Email (or Outlook) and Calendar, JD Edwards Financial Accounting System and Doodle
SALARY/BENEFITS:	\$3,466.58 – 3,750.83 per month. Salary will be commensurate and competitive with experience and qualifications. Benefits include health, dental, vision, life, and 401(k), vacation, sick leave, and holiday pay
FILING DEADLINE:	Application review begins October 8, 2018. Open until filled.
TO APPLY:	<p>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:</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 & resume to: HRAUX@LISTSERV.csufresno.edu</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.

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