

# California State University, Fresno Foundation

## ADMINISTRATIVE ASSISTANT – TRiO STUDENT SUPPORT SERVICES-DISABILITES JOB ANNOUNCEMENT #18-937

<b>POSITION SUMMARY:</b>	<p><b>Part-time, non-benefited position with the TRiO Student Support Services-Disabilities program through the California State University, Fresno Foundation.</b> The Administrative Assistant is under general supervision of the Director of TRiO Student Support Services-Disabilities (SSSD) and is responsible for providing clerical support to the TRiO Program Coordinator and other project staff members and for ensuring that office operations are coordinated smoothly so that underprepared college students and disadvantaged college students are provided effective program services.</p>
<b>MAJOR DUTIES:</b>	<p>Under the general direction of the Director of the TRiO Student Support Services-Disabilities Program (SSSD), the incumbent will be responsible for the following. Typical duties include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Supports the management of the confidential student information for Services for Students with Disabilities (SSD) within permanent files, People Soft, the SSD Accommodations Management data base system and the SSSD program system.</li> <li>• Prepare payment authorizations for payment of invoices and other general accounting documents and other office support processes for both Stateside and Foundation Financial Services.</li> <li>• Assist with the input of student and staff data for reporting requirements mandated by U.S. Department of Education.</li> <li>• Assist and oversee the program’s budget and program expenditures.</li> <li>• Heavy data entry including entering new hires and student transaction changes in the SSD and SSSD database systems.</li> <li>• Preparing written communications and maintain accurate records and documentation, including power point presentations, excel spreadsheets, word documents (flyers, memos, letters, etc.)</li> <li>• Answer telephone; transfer calls appropriately.</li> <li>• Process travel applications and claims</li> <li>• Organize, order and purchase project supplies.</li> <li>• Maintain staff attendance records and submit monthly and semi-monthly payroll.</li> <li>• Maintain an organized filing system.</li> <li>• Operate standard office equipment including: computer, copier, fax machine, etc.</li> <li>• Establish and maintain positive work relationships with SSD staff, campus staff, and faculty</li> <li>• Represent SSD and TRiO SSSD at campus events and activities and outreach efforts</li> <li>• History of good attendance and punctuality</li> <li>• Oversee social media accounts and maintain TRiO SSSD program website</li> <li>• Special projects or other duties as assigned</li> </ul>
<b>QUALIFICATION S &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 or its equivalent</li> <li>• Two (2) years of recent clerical administrative experience in a busy office environment</li> <li>• General working knowledge of applicable university and department infrastructure, policies and procedures.</li> <li>• <u>Knowledge &amp; Skills:</u> <ul style="list-style-type: none"> <li>○ Experience in maintaining accurate, confidential student files</li> <li>○ Experience in using data base systems for file management.</li> <li>○ Experience in working with basic office accounting documentation: invoices, forms, work orders and similar items in a timely manner.</li> <li>○ Experience in creating agendas and maintaining meeting minutes for a workgroup</li> <li>○ Experience in coordinating events and activities at a program level</li> <li>○ Oral and written communication skills including a thorough knowledge of English grammar, punctuation and spelling;</li> <li>○ Experience in operating a personal computer and associated software (Outlook, Word, Excel, etc.).</li> <li>○ Demonstrated competence in understanding, interpreting and communicating procedures, policies, ideas, and instructions to students, staff and faculty.</li> <li>○ Demonstrated excellent organization and time management skills;</li> <li>○ Developed interpersonal skills that are respectful and effective in contacts and problem solving with students, campus staff and community individuals</li> </ul> </li> <li>• Ability to:</li> </ul>

	<ul style="list-style-type: none"> <li>○ Prioritize multiple tasks given by multiple individuals within the SSD / TRiO SSSD programs</li> <li>○ Learn university system software (People Soft-Human Resources)</li> <li>○ Identify and solve standard problems and refer more complex problems to appropriate staff</li> <li>○ Perform standard arithmetic functions with accuracy, including tracking and comparing data.</li> <li>○ Record minutes during various meetings and prepare formal minutes of same.</li> <li>○ Maintain confidentiality of records and information.</li> <li>○ Interact in an effective and appropriate manner with diverse populations, the University community and the public.</li> <li>○ Detect and correct grammatical and spelling errors in written correspondence.</li> <li>○ Maintain files accurately, in paper and in software programs.</li> </ul> <p><b>Additional Preferred Qualifications:</b></p> <ul style="list-style-type: none"> <li>● AA or Bachelors' degree, preferable in education or social services related field</li> <li>● Experience in working with service delivery to students in post-secondary educational institutions</li> <li>● Experienced in working with persons with disabilities</li> <li>● Experienced in utilizing social media for professional communication</li> <li>● Knowledge of federal TRIO programs.</li> <li>● Basic knowledge of applicable university organization, policies and procedures</li> <li>● Basic knowledge of the campus Peoplesoft program or similar system.</li> <li>● Demonstrated experience with managing content within a webpage</li> </ul>
<b>SALARY:</b>	\$14.00 per hour, 25 hours per week. This position is non-benefited.
<b>DEADLINE:</b>	<b>Application review begins June 22, 2018. Position will remain open until filled.</b>
<b>TO APPLY:</b>	<p>Visit the Auxiliary Human Resources page at <a href="http://www.auxiliary.com">www.auxiliary.com</a> to locate and print job application. <b>Please submit application, resume and cover letter to:</b></p> <p style="text-align: center;"> <b>California State University, Fresno</b>  <b>Auxiliary Human Resources</b>  <b>2771 E. Shaw Avenue</b>  <b>Fresno, CA 93710</b>                      <b>Fax: (559) 278-0988</b> </p> <p>Application &amp; resume may be e-mailed 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.*

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