

California State University, Fresno Foundation

PROGRAM ASSISTANT – TRIO STUDENT SUPPORT SERVICES JOB ANNOUNCEMENT #18-965

POSITION SUMMARY:	<p>Full-time, benefited position with the TRIO Student Support Services projects through the California State University, Fresno Foundation. Under the supervision of the Director, this position provides clerical and administrative support for program staff and participants. TRIO Student Support Services Program (SSSP) and TRIO Student Support Veterans (SSSV) are federally funded TRIO Student Retention and Success projects. Both are designed to provide academic counseling, personal counseling, career development guidance, academic assessment, individualized instructional support, and the development of non-cognitive skills to project participants. These projects' primary goal is to alleviate academic barriers for SSSP and SSSV students who are low income, first generation and/or have a physical or learning disability in order to improve their academic performance, retention, and graduation rates.</p>
MAJOR DUTIES:	<p>Typical duties include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • Responsible for establishing and maintaining the program database • Maintain a computerized management information system of files and records involving participant eligibility, confidential personal information, demographic data and other program data • Responsible for creating various departmental reports as well as government/program reports • Maintain expenditure records by specific budget category and prepare fiscal reports • Responsible for general office duties including reception, greeting visitors and students, answering phones, and taking and distributing messages • Responsible for creating and maintaining paper and electronic files • Preparing and processing correspondence • Scheduling staff and student meetings • Oversee computer lab including daily opening and closing based on program hours, requesting service requests when needed and ensuring the computer lab is clean and functional for program participants • Responsible for planning, developing, organizing and coordinating events including new student orientation, graduation, fall kickoff awards ceremony and holiday potluck which involves reserving meeting rooms, coordinating catering, budgeting, preparation of fliers, programs, award certificates and student packets • Train and supervise student assistants • A record of good attendance, including (but not limited to) reporting to work on time and reporting to work for your scheduled shifts • 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> <ul style="list-style-type: none"> • High school graduate or equivalent. • Minimum of two (2) years secretarial experience or front counter customer services. • A general knowledge of office methods, procedures, and practices or a combination of education and experience. • A military honorable discharge, with a rank of E-3 or higher, may be substituted for two years of experience. • Must possess excellent oral and written communication skills. • Must be able to maintain a high level of tact and diplomacy and be able to work with a diverse population within the organization and from the local and campus communities. • Requires strong interpersonal skills and the ability to handle sensitive and confidential situations. • Functions as part of a team, is self-motivated, and works independently when needed. • Must possess excellent organizational skills. • Must be flexible with the ability to organize multiple tasks and events, adjust priorities, and work under pressure of deadlines and follows through to job completion.

	<ul style="list-style-type: none"> • Operate standard office equipment including computer equipment. • This position requires the ability to troubleshoot minor computer and printer problems. • Flexibility to travel as needed to increase professional development.
SALARY:	\$2,346.24 per month. Benefits include health, dental, vision and life insurance, 401K, vacation, sick leave and holiday pay.
DEADLINE:	Application review begins October 5, 2018. Open until filled.
TO APPLY:	<p>Visit the Auxiliary Human Resources page at www.auxiliary.com to locate and print job application. Please submit application, resume and cover letter to:</p> <p style="text-align: center;"> California State University, Fresno Auxiliary Human Resources 2771 E. Shaw Avenue Fresno, CA 93710 Fax: (559) 278-0988 </p> <p>Application & resume may be e-mailed 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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