

California State University, Fresno Foundation

PROGRAM ASSISTANT (OFFICE) – LYLES CENTER FOR INNOVATION & ENTREPRENEURSHIP JOB ANNOUNCEMENT #18-935

POSITION SUMMARY:	<p>Full-time, benefited position with the Lyles Center for Innovation and Entrepreneurship through the California State University, Fresno Foundation. The Lyles Center is a leading entrepreneurial center in the United States assisting both students and community members in pursuit of their entrepreneurial goals. Under the direction of the Program Coordinator the position provides operational and administrative assistance, coordination and logistical services, and assist with information management. The individual in this role should be self-motivated, creative, efficient and knowledgeable about the K-12 educational system with an interest in educational enrichment programs.</p>
ESSENTIAL JOB FUNCTIONS:	<p>Under the direction of the Program Coordinator, the incumbent will be responsible for the following. Typical duties include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • Act as a liaison between the Lyles Center and various school districts’ teachers and administrators. • Assist with ordering program supplies/materials. • Prepare necessary documentation for ordering program supplies/materials. • Help maintain and evaluate inventory levels of program supplies/materials. • Assist with compiling proper materials for individual school sites. • Assist with development and enhancement of program content. • Assist with researching and developing new lesson ideas. • Participate in school site visits for program review on as needed basis. • Collect data for program evaluation and prepare reports as required. • Develop relationships with teachers and administrators to solicit feedback. • Provide off-site program assistance to teachers or administrators as needed. • Provide program information to teachers and administrators during site visits. • Provide assistance with planning and implementation of quarterly teacher training programs. • Provide assistance in compiling and developing content for the teacher newsletter. • Provide assistance and support for various Lyles Center events. • 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"> • Must possess a high school diploma or equivalent. • Bachelor’s degree preferred. • Students pursuing a teaching credential or degree in educational field encouraged to apply. • One (1) year of work experience. • Valid Driver’s License, reliable vehicle, and valid insurance as travel may be a requirement of the position. • Familiarity with NGSS, math standards, and teaching pedagogy. • Demonstrated ability to work independently, collaboratively and successfully across all levels of an organization. • Confidence inspiring, capable of successfully representing the program and its initiatives both internally and externally. • Strong interpersonal and research skills. • Strong customer service and ability to handle all situations with tact and diplomacy. • Office technology experience, including word processing, spreadsheets, database management, and desktop publishing. Experience in using Google Drive and web based applications. • Pro-active, self-directed, and able to prioritize assignments and meet deadlines.

COMPENSATION:	\$2,500 - \$3,000 per month, based on qualifications. Benefits include health, dental, vision and life insurance, vacation, sick leave and holiday pay.
DEADLINE:	Application review begins on June 20, 2018; Open until filled.
TO APPLY:	<p>Please visit the Auxiliary Human Resources page at: www.auxiliary.com to locate and print job application or obtain employment application at:</p> <p>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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