

# California State University, Fresno Foundation

## PROGRAM COORDINATOR – LYLES CENTER FOR INNOVATION & ENTREPRENEURSHIP JOB ANNOUNCEMENT #18-934

<b>POSITION SUMMARY:</b>	<p><b>Full-time, benefited position with the Lyles Center for Innovation and Entrepreneurship through the California State University, Fresno Foundation.</b> 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 Executive Director the position is responsible for coordinating the receiving and shipping of program supplies used in the Lyles Center elementary school programs. The responsibilities include receiving, documenting, organizing and distributing program supplies to various school sites. The individual in this role should be self-motivated, creative, efficient and knowledgeable about material handling, internal logistics, and supply chain activities.</p>
<b>ESSENTIAL JOB FUNCTIONS:</b>	<p>Under the direction of the Executive Director, the incumbent will be responsible for the areas listed below. Typical duties include, but are not limited to, the following:</p> <ul style="list-style-type: none"> <li>• Ensure supplies have been ordered, received, bundled, and shipped to school sites.</li> <li>• Monitor the quality, quantity, cost, and efficiency of the movement and storage of supplies.</li> <li>• Ensure supplies are ordered efficiently and stored safely.</li> <li>• Track, handle and verify shipments sent to and received from vendors and school sites.</li> <li>• Maintain program related schedules, calendars, and all relevant documentation.</li> <li>• Assist with program related data collection and assessment.</li> <li>• Assist with sourcing and ordering program supplies/materials.</li> <li>• Review necessary documentation for ordering program supplies/materials.</li> <li>• Maintain and evaluate inventory levels of program supplies/materials.</li> <li>• Maintain a clean and well organized work environment.</li> <li>• Compile, bundle and pack proper materials for individual school sites.</li> <li>• Maintain and develop relationships with vendors, suppliers, and contractors.</li> <li>• Assist with development and enhancement of program content.</li> <li>• Participate in school site visits for program review on as needed basis.</li> <li>• Collect data for program evaluation and prepare reports as required. Keep accurate records.</li> <li>• Develop relationships with teachers and administrators to solicit feedback.</li> <li>• Provide off-site assistance to teachers or administrators as needed.</li> <li>• Provide information to teachers and administrators during site visits.</li> <li>• Develop in depth knowledge of elementary school program lessons and activities.</li> <li>• Provide assistance and support for various Lyles Center events.</li> <li>• Other duties as assigned.</li> </ul>
<b>QUALIFICATIONS &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>• Bachelor’s degree.</li> <li>• A combination of work experience and higher-level course work will be considered based on the applicant’s qualifications.</li> <li>• Preferred at least two (2) years of warehouse, logistics, stocking or supply chain experience.</li> <li>• Understanding of the K-12 educational systems with an interest in educational enrichment programs preferred.</li> <li>• Valid Driver’s License, reliable vehicle, and valid insurance as travel may be a requirement of the position.</li> <li>• Demonstrated ability to work independently, collaboratively and successfully across all levels of an organization.</li> <li>• Confidence inspiring, capable of successfully representing the program and its initiatives both internally and externally.</li> </ul>

	<ul style="list-style-type: none"> <li>• Strong customer service and ability to handle all situations with tact and diplomacy.</li> <li>• Experience preparing, reviewing, and critically evaluating specifications, bids, organizing quotes, proposals, contracts and similar documents for appropriate terms, completeness, quality and cost effectiveness.</li> <li>• Office technology experience, including word processing, spreadsheets, database management, and desktop publishing. Experience in using Google Drive and web based applications.</li> <li>• Pro-active, self-directed, and able to prioritize assignments and meet deadlines.</li> </ul>
<b>COMPENSATION:</b>	<b>\$3,150 to \$3,500 per month, based on qualifications.</b> Benefits include health, dental, vision and life insurance, vacation, sick leave and holiday pay.
<b>DEADLINE:</b>	<b>Application review begins on June 20, 2018; Open until filled.</b>
<b>TO APPLY:</b>	<p>Please visit the Auxiliary Human Resources page at: <a href="http://www.auxiliary.com">www.auxiliary.com</a> 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 &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**

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Employment for this position is by the California State University, Fresno Foundation. This is not a State of California position.*

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