

California State University, Fresno Foundation

TRAINING SUPPORT PRODUCTION ASSISTANT – CENTRAL CALIFORNIA TRAINING ACADEMY

JOB ANNOUNCEMENT #18-963

POSITION SUMMARY:	<p>Full-time, benefited positions with the Central California Training Academy (CCTA) through the California State University, Fresno Foundation. The Training Support Production Assistant is a supportive position for the Central California Training Academy. The Central California Training Academy (CCTA) is a program of the California State University, Fresno Foundation that provides classroom training to child welfare social workers, supervisors and managers in 11 Central California counties. This position is responsible for copying, collating, filing and tracking curriculum, making handouts, data entry, classroom set-up, maintaining training supplies and materials and supporting training as part of the CCTA training team. This position is also responsible for general administrative support and assistance to CCTA staff. There is occasional travel within the Central California region.</p>
ESSENTIAL JOB FUNCTIONS:	<p>Typical duties include, but are not limited to:</p> <ul style="list-style-type: none"> • Curriculum and training reproduction, construction and delivery of completed materials as appropriate • Data entry for cloud and web-based applications • Maintain records to track curriculum delivery to appropriate staff • Review master curriculum files i.e. organize, and ensure that all current associated materials are available to be reproduced • Work with CCTA staff as part of a team to order and maintain supply of all curriculum and training associated materials • Fax, file, copy, scan and other duties as necessary • Provide courteous and professional customer service in a diverse work environment and • Professional oral and written skills • 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"> • Associate’s degree (A. A.) or equivalent from a two (2) year college or university; or six (6) months to one (1) year related experience and/or training; or equivalent combination of education and experience • Experience with large quantity and volume of copying, production, folding, enlarging and laminating machines • Demonstrated organizational and multi-tasking skills with attention to detail • Ability to communicate in a friendly and professional manner with all Academy staff • Ability to work independently with minimal supervision • Ability to collaborate, develop and follow through on an agreed upon work plan • Demonstrated professional writing and speaking skills • Fluency in computer skills including; Microsoft Office, Adobe Acrobat, spreadsheets, word-processing and email • Strong organizational skills with the ability to prioritize work flow • Ability to problem solve • Valid driver's license, reliable vehicle and insurance required • Basic knowledge of audiovisual equipment, smart classrooms and internet access. • Fluency in cloud based systems such as Google docs, Box, Dropbox, etc.
SALARY/BENEFITS:	<p>\$2,408 - \$2,678 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</p>
FILING DEADLINE:	<p>Application review begins October 4, 2018. Open until filled.</p>

TO APPLY:

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:

California State University, Fresno
Auxiliary Human Resources
2771 E. Shaw Ave. (there is no suite number)
Fresno, CA 93710 Fax: (559) 278-0988

E-mail completed application & resume to: HRAUX@LISTSERV.csufresno.edu

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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