

California State University, Fresno Foundation

JOB ANNOUNCEMENT

FDN #11-517

- POSITION:** **Administrative Assistant** for the Upward Bound Program. Full-time, 12 months of the year. Current funding is through August 2012.
- PROGRAM DESCRIPTION:** This federally funded program has served students since 1980, and provides intensive academic and career-oriented services to low-income/first generation high school students from Sanger, Madera, and Fresno. The overall mission of the program is two-fold: to provide students with the necessary support to persist in high school and to motivate and encourage their interest in post-secondary education. During the summer, a five-week residential program is offered to enhance students' academic performance and career development.
- DUTIES & RESPONSIBILITIES:** Under the supervision of the Project Director the incumbent will provide all administrative and clerical support to the program director and staff. Duties and responsibilities include, but are not limited to: assist in monitoring and maintaining a balanced budget; process all budgetary transactions; provide office coverage; assist with the completion and timely submission of the Upward Bound program proposal and annual performance reports; develop and maintain the program student database; prepare, disseminate, and process all correspondence; organize and update student files, prepare fiscal, statistical and program reports; assist staff in the coordination of conferences; maintain office supplies and equipment inventory; provide general information regarding the program and its services; arrange and schedule appointments, meeting and make travel arrangements for staff; create and edit program literature and documentation; be available and willing to work evenings and weekends when needed; other duties as assigned.
- QUALIFICATIONS & EXPERIENCE:** At least one year of coursework/vocational training or education related to information management; at least two years of experience in office management or general office clerical support; be knowledgeable of FileMaker Pro for services and student tracking purposes. Ability to read and interpret policies and other documents; general knowledge of office methods, procedures, and practices; ability to establish and maintain a cooperative working relationship with program staff, students, parents, and the general public; experience working with a student population similar to that of Upward Bound students. Bilingual skills- English/Spanish or English/Hmong preferred.
- SALARY/BENEFITS:** \$2,100-\$2,400 per month (depending upon qualifications and experience) annually on a 12 month calendar. Benefits include vacation, sick leave, holiday pay, health, dental, vision and 401(k).
- FILING DEADLINE:** **Application review begins August 8, 2011. Open until filled.**

TO APPLY:

Obtain employment application and submit with resume at:

California State University, Fresno Auxiliaries-Human Resources.
2771 E. Shaw Avenue
Fresno, CA 93710

Visit our website at www.auxiliary.com to locate/print job application

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

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER