



# California State University, Fresno

College of Arts and Humanities

Media, Comm and Journalism

Vacancy # 13582

## Administrative Support Assistant II

### Salary:

Salary range: \$1,300 - \$2,229 per month

Anticipated salary - \$1,300 - \$1,500 per month

Note: This part-time (20 hours per week) position is temporary and expected to terminate on or before July 31, 2019. Extension of this assignment is contingent upon sufficient additional funding and satisfactory performance. Eligible for medical, dental and vision benefits plus paid vacation, sick leave, etc.

### Overview:

This Administrative Support Assistant II position resides in the Department of Media, Communications and Journalism. The department serves more than 300 undergraduate students studying in one of five options: Advertising, Print Journalism, Broadcast Journalism, Multimedia, and Public Relations. Students and faculty are involved in a variety of media operations, clubs, and activities including: *The Collegian* student newspaper, KFSR campus radio, multimedia and television production services, a student run-public relations firm (TALK), the Paul D. Adams Chapter of the Public Relations Student Society of America, the American Advertising Federation's National Student Advertising Competition, Alpha Delta Sigma (advertising club), and the Fresno State chapter of the Radio and Television Digital News Association. In addition to the campus newspaper and radio station, media facilities include an HD television studio, two computer labs, and four editing stations.

### Position Summary:

Under the general supervision of the Chair of the Media, Communications and Journalism Department, the part-time Administrative Support Assistant II will be responsible for providing support for a full range of clerical and technical support for daily operation of the Department as well as the Institute for Media and Public Trust. The major duties of the job include:

- Greet and assist public, students, staff, and faculty and interact with Department and Institute.
- Perform general clerical assignments; i.e., answering phones, draft correspondence and/or reports, handle distribution of department and Institute mail, maintain inventory of office supplies and order as needed.
- Prepare and maintain comprehensive databases.
- Maintain and manage listservs.
- Assist in planning, organizing and scheduling of special events and fundraising activities for the Department and the Institute.
- Prepare and disseminate materials such as programs and flyers for special events.
- Assist the Chair, the Executive Director of the Institute, and the Department Administrative Support Coordinator with assigned clerical projects.
- Maintain clean and efficient working environment for the general offices of the Department and the Institute.
- Maintain class schedules and rosters.
- Assist with Department and Institute websites and social media platforms.
- Assist with creation and maintenance of policy and procedure manuals for Department and Institute.
- Maintain appointment calendars through Google calendar and schedule office meetings, student appointments and program workshops.
- Serve as a liaison and information resource for the Institute, including attend all meetings and produce correspondence, agendas
- Prepare and process travel applications, claims, purchase requisitions and other forms using Concur system
- Prepare purchase requisitions, hospitality approval forms, direct pay, and royalty waiver forms
- Assist with staff/student assistant/student intern training as needed
- Other related work duties as needed for position

### Knowledge, Skills & Abilities:

- Thorough knowledge and use of correct English grammar, spelling and punctuation
- Excellent oral and written communication skills
- Exceptional customer service skills
- Active problem-solving and effective interpersonal skills
- Thorough knowledge of office methods, procedures and practices
- Ability to:
  - Work independently and establish priorities under heavy workload with multiple competing demands and tight deadlines
  - Effectively use computer software applications, including Microsoft Word, Microsoft Excel, PowerPoint, Google Drive/Documents/Slides/Sheets, and social media platforms (Facebook, Twitter and Instagram)
  - Operate standard office equipment

- Work to establish and maintain effective collaborative working relationships with students, staff, faculty, and the general public from diverse ethnic, cultural, and socio-economic backgrounds
- Demonstrate good judgment, discretion, and initiative in performing duties in a complex work environment
- Communicate effectively to faculty, students, administrators, and the general public both over the telephone, email and face-to-face
- Work efficiently in a busy environment while maintaining a professional and courteous attitude
- A history of regular attendance and positive performance evaluations

**Education and Experience:**

- Completion of high school diploma or its equivalent
- Two years of recent, responsible, general office clerical experience

**Preferred Skills:**

- An understanding of Fresno State's general academic requirements, MCJ major and minors.
- General understanding and experience of the College of Arts and Humanities
- Experience working with PeopleSoft or similar programs
- Experience in a university and/or educational environment, working in an administrative support position

**Filing Deadline:**

Applications received by September 13, 2018 will be reviewed for minimum qualifications and given full consideration by the hiring manager and/or search committee. Qualified applicants received after that date will be forwarded upon request to the hiring manager and/or search committee.

**Application Procedures:**

Complete the required fields on the online application, a resume, and three professional references, including telephone numbers, are required. A cover letter that addresses your qualifications for the position is also required. Full consideration will not be given to applicants who fail to complete all application requirements.

Pursuant to Executive Order 1088, reasonable accommodation is to be provided upon request from an employee or applicant with disabilities, unless doing so would impose an undue hardship on the campus. What constitutes a reasonable accommodation is to be determined by the campus on a case-by-case basis after it has received the individual's request for accommodation and engaged in an interactive process. Employees or applicants requiring reasonable accommodation should contact Human Resources directly at (559) 278-2032.

**How To Apply:**

To apply for this or any open position at Fresno State visit our online employment site at: <http://jobs.csufresno.edu/>

**Other Requirements:**

Pursuant to the requirements of the Immigration Reform and Control Act of 1986, any offer of employment is contingent upon verification of individual's eligibility to be employed in the United States.

California State University, Fresno, in conjunction with the CSU policy, requires that the successful candidate complete a full background check (including a criminal records check) prior to assuming this position. Failure to satisfactorily complete or pass the background check may impact the job offer or continued employment of current CSU employees who apply for posted positions identified as sensitive.

California State University, Fresno annual security report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by Fresno State, and on public property within, or immediately adjacent to or accessible from the campus. The report also includes institutional policies concerning campus security, alcohol/drug use, crime prevention, reporting of crimes, sexual assault, and other matters. You can obtain a copy of this report by contacting the Campus Police Department or by accessing the following web site: <http://www.fresnostate.edu/adminserv/police/clery/index.html>

The person holding this position is considered a "mandated reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 Revised July 21, 2017 as a condition of employment. You can obtain a copy of this Executive order by accessing the following web site: <https://www.calstate.edu/eo/EO-1083-rev-7-21-17.html>

This position may be a "designated position" in the California State University's Conflict of Interest Code. The successful candidate accepting this position may be required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.

Fresno State is a tobacco-free, smoke-free and vapor-free campus.

**Other Applicant Information:**

Applicants will receive confirmation of receipt of their application materials via automatic email reply. In addition, qualified applicants will receive email notification at the conclusion of the recruitment process.

It is the policy of the California State University to fill vacant positions represented by the California State University Employees' Union (CSUEU) with qualified applicants currently employed on the campus. Other applicants may be selected when it is necessary to meet the best interests of the campus by obtaining specialized skills and abilities not available from campus applicants.

Temporary positions filled through recruitment may be extended or converted to permanent status without a second recruitment depending on the availability of funding and the circumstances that created the vacancy. A permanent or probationary on-campus applicant selected to fill a temporary vacancy at a higher classification or skill level that expires within the stated timeframe may return to his or her previous classification, not necessarily in the same position, subject to the conditions of the appropriate bargaining agreement.

**Equal Employment Opportunity:**

California State University, Fresno is committed to maintaining and implementing employment policies and procedures in compliance with applicable state and federal equal employment opportunity laws and regulations. Executive Order 883 prohibits discrimination and Executive Order 927 prohibits harassment, on the basis of a protected status: race, color, religion, national origin, ancestry, age, sex (including gender identity, per HR 2004-12), sexual orientation, marital status, pregnancy, mental disability, physical disability, medical condition and covered veteran status. Retaliation against individuals for complaining about these proscribed conduct, opposing such conduct, or participating in an investigation or proceeding involving such conduct is prohibited by both executive orders.

Further, California State University, Fresno's statement of commitment to equal employment opportunity principles is also found in the various collective bargaining agreements.

**General Information:**

California State University, Fresno is one of 23 campuses in the California State University System. The University's mission is to offer high-quality educational opportunities to qualified students at the bachelor's and master's levels, and in certain applied disciplines, at the doctoral level. The current student enrollment is approximately 24,000, including a large percentage of students with diverse and culturally rich backgrounds. The University serves the San Joaquin Valley while maintaining deep involvement with the state, nation, and world. California State University, Fresno promotes student learning and community engagement through faculty scholarship and service learning opportunities in collaboration with community organizations, educational institutions, industry, business and government. The University was one of the first U.S. Colleges and Universities to be selected by The Carnegie Foundation for the Advancement of Teaching for its Community Engagement Classification.

Metropolitan Fresno, with a multi-ethnic population of over 600,000, is located in the heart of the San Joaquin Valley on the western edge of the Sierra Nevada Mountain Range. The campus is within driving distance of San Francisco, Los Angeles, Yosemite, Kings Canyon and Sequoia National Parks, the Monterey Peninsula, beaches, sailing, lakes, and numerous ski resorts. Fresno boasts one of the most reasonable housing markets in California and offers a wide array of locally grown fruits and produce.