



California State University, Fresno

College of Science and Mathematics

Earth & Environmental Sciences

Vacancy # 12828

Administrative Support Assistant II

Salary:

Salary Range: \$1,269.50 - \$2,000 per month
 Anticipated hiring salary: \$1,269.50 per month

Note: This is a part-time position equivalent to a 20 hour work week. Eligible for medical and dental benefits plus paid vacation and sick leave.

Overview:

Under the general supervision of the Chair of the Department of Earth and Environmental Sciences, and the Department Administrative Assistant, the incumbent will perform a wide variety of moderate to complex clerical assignments in support of the Earth and Environmental Sciences department's faculty and students. Primary responsibility will be to serve as the front office receptionist.

Position Summary:

Major duties include:

- Answer phones, type correspondence and materials for department faculty and distribute the incoming mail.
- Prepare, track, and monitor expenditures for faculty and student travel. Must have the ability to monitor multiple funding sources and coordinate payment with other department offices on campus.
- Provide administrative and clerical support to the department graduate committee and program coordinators.
- Serve as the main information resource for our graduate students.
- Coordinate and implement the student evaluation process each semester for the department working in conjunction with the DAA to assure that all faculty courses are evaluated on schedule. This process includes coding the forms and preparing them for processing by IDEA.
- Provide information to students and community clients regarding services and policies.
- Plan and organize clerical work using a variety of procedures and policies.
- Maintaining the department's inventory of office supplies and place online orders.
- Prepare and track purchase requisitions as needed.
- Assist the DAA with the planning and coordination of department events such as awards ceremonies, graduation celebration and colloquium series.
- Maintain faculty directories and alumni/emeriti lists.
- Maintain office hours.
- Process articulation agreements.
- Assign advisors to students.
- Schedule room reservations.
- Responsible for submitting printing requests (ex: business cards, stationary, posters, etc.).

Knowledge, Skills & Abilities:

- Thorough knowledge of current office methods, procedures, and practices.
- Proficient in the use of Microsoft Office Suite - Word, Excel, and Powerpoint.
- Excellent communication and interpersonal skills.
- Demonstrated reliability, punctuality, and self-motivation.
- Ability to:
 - Work effectively in a fast-paced and multiple interruption environment while successfully completing many different clerical tasks in a timely manner and also maintaining a high level of accuracy.
 - Adjust priorities and be responsive to short-notice requests.
 - Apply judgment, discretion, and initiative in the performance of the above described job duties.
 - Learn, interpret, and apply a variety of complex policies and procedures.
 - Promote teamwork and collegiality.
 - Coordinate and organize large scale events.
- A history of regular attendance and positive performance evaluations.

Education and Experience:

- Completion of a high school program or its equivalent..
- Two years of progressively responsible clerical experience.

Filing Deadline:

February 3, 2016

Application Procedures:

An 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.

A background check (including a criminal records check) must be satisfactorily completed (as determined by the CSU) before any candidate can be offered a position with the CSU. Failure to satisfactorily complete or pass the background check may be the basis for rescinding an offer of employment and/or affect the 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 as a condition of employment. You can obtain a copy of this Executive order by accessing the following web site: <http://www.calstate.edu/eo/EO-1083.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.

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.

Equal Employment Opportunity:

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

IMPORTANT NOTICE TO APPLICANTS:

Thank you for your interest in a non-faculty position at Fresno State. Please note that with the exception of designated sensitive positions, applicants selected for an interview are required to respond within 72 hours to an important question regarding a conviction history. Failure to respond within this timeframe will subject you to elimination for further consideration. As a Fresno State applicant, you are responsible for checking and responding to this email within the required deadline.

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 23,000, 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 easy driving distance of San Francisco, Los Angeles, Yosemite, Kings Canyon and Sequoia National Parks, the Monterey Peninsula, Lake Tahoe, 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.