

# California State University, Fresno Foundation

## OFFICE ASSISTANT – STUDENT UNIONS

**JOB ANNOUNCEMENT #25-694**

<b>POSITION SUMMARY:</b>	<p><b>Full-time, benefited position available for the Student Union through the California State University, Fresno Foundation.</b> Under the general direction of the Student Involvement Associate Director, Facilities and Operations, the Office Assistant supports the administrative, business, personnel and student development functions of the office which includes the Resnick Student Union (RSU), University Student Union (USU) facility/operations and Student Involvement programs and services. Oversees the office reception area and provides outstanding customer service to students and other customers. Performs general administrative tasks working cooperatively with the entire RSU/USU/Student Involvement staff in fulfilling the mission of the department. Supervises student office staff. Performs budget tracking, processing, recording and proper storage of both Association and state financial transactions including accounts payable, purchase orders, contracts and invoices. Processes travel requests for professional staff members and students. Performs other office support tasks as requested.</p>
<b>ESSENTIAL JOB FUNCTIONS:</b>	<p>Under the supervision of the Associate Director, Facilities and Operations, the incumbent will be responsible for the following tasks. Typical duties include, but are not limited to:</p> <p><b>Financial Operations:</b></p> <ul style="list-style-type: none"> <li>• Assist in development of annual budget and provide ongoing tracking of expenses and income against budget.</li> <li>• Prepare invoices, purchase orders, contracts, travel documents and other purchasing processes utilizing appropriate procedures for both Association and State-funded transactions.</li> <li>• Prepare contracts for bands, performers and food trucks. Prepare authorizations for payment.</li> <li>• Develop and maintain tracking/filing/recordkeeping system for financial records in coordination with administrative staff and leadership team.</li> <li>• Prepare travel arrangements for staff and students. Make requisitions for registration, hotel and transportation.</li> <li>• Coordinate the storage of information on shared drives, updating as needed to maintain accurate electronic records.</li> <li>• Coordinate credit card purchases, complete community relations forms</li> <li>• Maintain and distribute reimbursements.</li> </ul> <p><b>Customer Service:</b></p> <ul style="list-style-type: none"> <li>• Provide guidance and support to students, student organizations, staff and other customers seeking assistance.</li> <li>• Oversee reception area for the Student Involvement Office, ensuring adequate staffing and outstanding service.</li> <li>• Responsible for answering telephone and in-person inquiries regarding RSU, USU, Student Involvement, and California State University, Fresno general information, events and services.</li> <li>• Support with Reservations Center and Bulldog Bowl as needed.</li> </ul> <p><b>Office Functions:</b></p> <ul style="list-style-type: none"> <li>• Coordinate calendars for professional staff as needed and schedule meetings.</li> <li>• Prepare and distribute minutes, agendas, reports, and meeting notes as needed.</li> <li>• Record, transcribe, and distribute minutes.</li> <li>• Work closely with the SU Board of Directors and Spotlight Events (USU Productions) to schedule meetings, retreats and other events.</li> <li>• Draft routine business correspondence.</li> <li>• Inventory and order supplies for the department as requested.</li> <li>• Distribute incoming mail.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure office equipment is in proper working order and oversee service requests/maintenance requests/IT support as needed.</li> <li>• Support all programs and services of the SU and Student Involvement and provide assistance to certain events and activities, which requires some flexibility in schedule.</li> </ul> <p><b>Personnel/Supervision:</b></p> <ul style="list-style-type: none"> <li>• Recruit, hire, train, schedule, supervise and evaluate student receptionist staff</li> <li>• Prepare and process employment documents for student and professional staff hires and separations as appropriate.</li> <li>• Perform other duties as assigned.</li> </ul>
<b>POSITION REQUIREMENTS:</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> <p><b>Required:</b></p> <ul style="list-style-type: none"> <li>• High school diploma or general education degree (GED) required.</li> <li>• Two (2) years of administrative support experience.</li> <li>• Must be proficient in dictation.</li> <li>• Working knowledge of PC's and MS Office products, (i.e.: Google Applications, Microsoft Office Suite, DocuSign and/or AdobeSign).</li> <li>• Ability to quickly master a broad range of technology systems and packages including email and calendars, Event Management System (EMS), JD Edwards Accounting System, Google Applications, 25Live Calendaring system, PeopleSoft and Engage.</li> <li>• Willingness to learn and be adaptive.</li> <li>• Knowledge of general office equipment, practices, and procedures; business math; alphanumeric filing systems; various methods of communication.</li> <li>• Composure and skills in managing multiple projects simultaneously, detail-oriented organization, keyboarding, data entry, time management, problem-solving, critical thinking; teamwork and collaboration.</li> <li>• Ability to work politely and effectively with the public, coworkers and others; efficiently and productively work in a busy, deadline driven and student-oriented department.</li> <li>• Ability to maintain confidentiality.</li> <li>• Ability to work occasional evenings and weekends.</li> </ul> <p><b>Preferred:</b></p> <ul style="list-style-type: none"> <li>• Two (2) or more years of increasingly responsible administrative experience within a higher education setting.</li> <li>• Experience providing customer service and support to college students, and within a high volume, busy office environment.</li> <li>• Experience with fiscal related duties such as: invoicing, purchase orders, etc.</li> </ul>
<b>COMPENSATION:</b>	<b>\$17.30 per hour (\$35,984.00 annual).</b> Benefits include medical, dental, vision, life insurance and 401K, vacation, sick, and holiday pay.
<b>DEADLINE:</b>	<b>Application review begins on <u>May 8, 2025</u>.</b> Position will remain open until filled.
<b>TO APPLY:</b>	Please visit the Auxiliary Human Resources page at <a href="https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html">https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html</a> for job announcement and application.  <b>E-mail completed application &amp; resume to: <a href="mailto:auxiliary-hr@mail.fresnostate.edu">auxiliary-hr@mail.fresnostate.edu</a></b>

## **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.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY/ADA EMPLOYER**