POSITION OPENING

POSITION: Administrative Assistant
Full-Time / Benefited / Hourly / Non-Exempt
RECRUITMENT ID: 807
COMPENSATION: $20.00 per hour
LOCATION: TRIO Educational Talent Search, CSU Chico Student Services Center 470; Candidate must be a California resident at the start of the position

ESSENTIAL JOB FUNCTIONS: This is a five-year federal TRIO grant position currently in last year of grant cycle and was just awarded for next five years. The program identifies, recruits and provides services to 1,328 low-income, first-generation, college bound students at 24 junior and senior high schools in the CSU, Chico service area. ETS has been funded at CSU, Chico since 1990.

Under the supervision of the director, the Administrative Assistant is responsible for fiscal administration of $735,710 federal funds. This position performs a variety of administrative, budget-related, and event-planning functions. The Administrative Assistant interacts with a variety of offices and individuals on and off campus including students, parents, school contacts, businesses and public agencies. They work closely with the project director and is program liaison for Chico State Enterprises. Responsibilities include:

- Planning and organizing administrative and clerical work requiring knowledge of ETS goals and objectives, federal and campus policies, procedures and precedents.
- Assisting director with management, reconciling, balancing, and tracking of budgets to ensure timely expenditure of funds.
- Performs fiscal operations including recording payroll, accounts payable and receivable and purchase orders.
- Prepares and analyzes quarterly and annual fiscal reports for director.
- Maintains confidential files and information.
- Oversees the accuracy and maintenance of program databases.
- Supports the student application process, including application screening for completeness and requesting additional documentation if needed.
- Coordinates clerical support for professional staff.
- Processes timesheets and procurement card statements. Proofreads for proper format accuracy, completeness, and proper routing of all copies.
- Receives and screens mail.
- Makes arrangements for meetings, workshops, and conferences.
- Attends staff meetings, takes minutes and follows up on action items.
- Prepares correspondence and other documents from rough draft to final form utilizing MS Office, and BLUMEN database.
- Reviews hiring timelines for staff and job announcements; sets up interviews, coordinates fingerprinting process, obtains driving forms; schedules defensive driver training classes; and initiates forms for personnel transactions.
- Provides ETS orientation to new and continuing staff.
- Establishes and maintains e-mail, computer accounts and campus directory information.
- Makes arrangements for travel advances, processing travel requests and clearance of travel.
- Requisitions materials and supplies.
- Hires, trains and supervises student assistants.
- Coordinates with webmaster to ensure accurate and timely updates of ETS website.
- Provides support of ETS alumni that visit ETS office.
- Must be highly motivated, flexible and have the ability to multitask.

DISCLOSURE OF CAMPUS CRIME STATISTICS
CSU, Chico’s Annual Security Report includes summaries of institutional policy relating to campus safety, drug and alcohol use, sexual assault, and other matters. The report is published in compliance with the Clery Act and includes three years of certain crime statistics that occurred in Clery Act defined geography. A paper copy of the report may be requested in person at CSU, Chico Police Department or by calling (530) 898-5555. It is also available on the web at 2020 Annual Security Report.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
Occasional evening and weekend work required.
Will perform other related duties as needed to meet objectives of the ETS program.

EMPLOYMENT STANDARDS:
- Requires 3 years of progressively responsible relevant administrative work experience that demonstrates the ability to perform the required duties described above including lead or supervisory responsibilities and working knowledge of budget policies and procedures as well as the ability to perform standard business math.
- Knowledge and abilities must include strong attention to detail.
- Thorough knowledge of general office policies and procedures, including supervisory experience.
- Must possess strong verbal and written communication skills that includes thorough knowledge of English grammar, punctuation, and spelling.
- Ability to plan for and manage multiple projects/tasks and adhere to deadlines; set work priorities with frequent interruptions; apply independently a wide variety of policies and procedures where specific guidelines may not exist; draft and compose correspondence and standard to complex reports, handle effectively a broad range of interpersonal contacts and effectively supervise student staff.
- Schedule workshops and meetings.
- Additional requirements include excellent judgment, initiative, and independence regarding office protocol and in performing all duties.
- Requires the ability to form and maintain cooperative working relationships with a diverse population and function cooperatively and productively as a member of a unit.
- A thorough knowledge of Microsoft Office programs, particularly Excel is required.
- A working knowledge of basic desktop publishing, OneSolution, or BLUMEN database is preferred.
- Previous experience working in a Federal TRIO Program or other educational equity program is preferred.
- Bilingual proficiency (oral and written) in Spanish, Hmong or Punjabi highly desirable; a sensitivity to and understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of staff and students, experience working within educational equity or TRIO programs; knowledge of CSU, Chico service area.
- Candidate must be in possession of valid driver’s license and automobile liability insurance.
- Satisfactory completion of a background check (including a criminal records check) is required for employment. Chico State Enterprises will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to satisfactorily complete the background check may affect the continued employment of a current Chico State Enterprises employee who was conditionally offered the position.

BENEFITS: Benefits for employees working 30 hours or more per week include employer paid life insurance ($50,000) and long-term disability; options for health, dental, and vision insurance; FSA; 14 paid holidays including 1 personal holiday; vacation accrual (initially 10 days/year); sick leave (up to 12 days/year); employer contributions to your 403(b) retirement plan (up to 8%).

HOW TO APPLY:
To be considered, submit the following documents by September 13, 2021. Documents submitted after this date will not be considered.
- Resume

BY DROP BOX: https://csuchico.app.box.com/f/ccd1bd40ce564249bbb36a67f3cf7848
BY EMAIL: csejobs@csuchico.edu

Paper applications will not be accepted; however, Chico State Enterprises is an Equal Opportunity Employer and is happy to provide reasonable accommodations to applicants at any step of the application process. If you need assistance in this regard, or are having technical difficulties, please contact the Human Resources office at 530-898-6811 or csejobs@csuchico.edu prior to 5:00 pm on the document deadline date. The employer is Chico State Enterprises, a non-profit corporation serving as an auxiliary organization of California State University, Chico. Employment is considered to be at-will.

DISCLOSURE OF CAMPUS CRIME STATISTICS
CSU, Chico’s Annual Security Report includes summaries of institutional policy relating to campus safety, drug and alcohol use, sexual assault, and other matters. The report is published in compliance with the Clery Act and includes three years of certain crime statistics that occurred in Clery Act defined geography. A paper copy of the report may be requested in person at CSU, Chico Police Department or by calling (530) 898-5555. It is also available on the web at 2020 Annual Security Report.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
Chico State Enterprises is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, religion, color, ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, National origin, sex, sexual orientation, covered veteran status, or any other protected status. It is the Enterprises’ policy to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees must provide proof of identity and authorization to work. Prospective applicants with a disability may request and receive reasonable accommodation during the application and selection process.