## SPA JOB ANNOUNCEMENT

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>ADMINISTRATIVE ASSISTANT</th>
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<tbody>
<tr>
<td>Recruitment #:</td>
<td>#082</td>
</tr>
<tr>
<td>Full/Part-Time:</td>
<td>Full-Time</td>
</tr>
<tr>
<td>Temporary:</td>
<td>Temporary, ends on or before June 30, 2016. Any continuation beyond June 30, 2016 is contingent upon satisfactory performance and available funding. Employment is at-will.</td>
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<tr>
<td>Salary:</td>
<td>$2,070 - $4,304 per month</td>
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<td>Salary commensurate with experience</td>
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<tr>
<td>Department:</td>
<td>Children’s Center</td>
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<tr>
<td>Available:</td>
<td>Immediately</td>
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<tr>
<td>Special Conditions:</td>
<td>Background/Fingerprint Clearance</td>
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<tr>
<td>Sensitive Position</td>
<td>Yes</td>
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<tr>
<td>Posted:</td>
<td>October 16, 2015</td>
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<tr>
<td>Closing Date:</td>
<td>October 30, 2015</td>
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THIS RECRUITMENT IS AVAILABLE TO CURRENT ON-CAMPUS EMPLOYEES ONLY.

APPLICATION PACKET REQUIREMENTS
This position requires (including those on campus) submission of:

- A standard CSUB, Auxiliary job application download at:
  (www.csub.edu/bas/hr/_files/_Recruit_Files/CSUBAuxiliaryEmploymentApplication12.21.10.pdf)
- Names of three professional references
- Copy of degree/transcripts/typing certificate (within 2 years), if applicable
- Brief description of how you are qualified for this position by virtue of your interest, aptitude, education and experience required.

DUTIES:

**Office Operations**
Under the general direction of the Director and Site Supervisor, provide administrative support to office for daily operations; serve as main contact for Children’s Center and provide information to students, staff and community regarding services offered.

**General Office Support:**
Provide front office support: answer phones, greet visitors and direct inquiries regarding
Children’s Center services, application process and rates
Schedule meetings for Director (staff and parent meetings)
Make travel arrangements and process Travel Claim forms
Order supplies

California State University, Bakersfield Auxiliary for Sponsored Programs Administration is committed to Equal Employment Opportunity. Applicants will be considered without regard to gender, race, age, color, religion, national origin, sexual orientation, genetic information, marital status, disability or covered veteran status.
Receive and distribute all incoming mail
Submit all department work orders; maintain log and costs
Maintain all office files

Complete monthly Pro Card statements
Approve student time
Submit staff timesheets (bi-monthly)
Maintain and update Children’s Center directory and website
Closing responsibilities for Center (office and kitchen)
Perform related duties as required and assigned by the Director

**Budget**
Work closely with Director and Site Supervisor to support tracking and reconciliation of revenue and expenditures and review with Director on a monthly basis; run required CFS reports for reconciliation; complete all payment forms for expenditures; provide information to complete quarterly report for Student Affairs office.

**Grant and State Funding**
Assist with California Department of Education subsidized funding requirements and grant funded projects. Calculate CCAFP (food program) meals, prepare and submit the report. Input each child’s attendance in the CDE 9400 and the Excel cross reference spreadsheet.

**Center’s Billing System & CashNet**
Complete and maintain database of parent and student information for billing purposes as needed; complete monthly database updates; create, update and delete information as directed; create monthly contracts and timesheets for parents and run reports as needed. Run queries as required for Director and parents; check with Cashier’s Office and advise of discrepancies.

**REQUIRED QUALIFICATIONS:** Must have fundamental written and oral communication skills, including a sound foundation of English grammar, spelling, punctuation; the ability to understand office procedures; operate office equipment; learn office technology systems; and perform basic arithmetic calculations. Incumbent must have experience and competency in using Excel and Microsoft Word.

**SCREENING:** Only those applicants possessing experience most directly related to the immediate needs of the office will be invited to appear before a Qualifications Appraisal Board for the purpose of appraising training, experience and interest in the position.

**BACKGROUND CHECK:** A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

**SENSITIVE POSITION:** Sensitive positions are designated by the CSU as requiring heightened scrutiny of individuals holding the position, based on potential for harm to children, concerns for the safety and security of the people, animals, or property, or heightened risk of financial loss to the CSU or individuals in the university community.

**MANDATED REPORTER:** 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.

**DESIGNATED POSITION:** If the duties of this position include participation in decisions that may have a material financial benefit to the incumbent, the selected candidate will be required to file Conflict of Interest Form 700: Statement of Economic Interest when they first occupy the position, and on an annual basis, complete ethics training within 6 months of appointment, and attend this training every other year thereafter.
GENERAL INFORMATION: It is the policy of California State University Bakersfield Auxiliary for Sponsored Programs Administration to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees will be required to present documentation verifying their right to accept employment. You will also be requested to present a social security card at the time of initial appointment in compliance with payroll regulations.

APPLICATION PROCEDURE: Official California State University Bakersfield Auxiliary for Sponsored Programs Administration application forms must be completed in full and received in the Human Resources Office by 5:00 p.m. on/or postmarked by the specified closing date, unless otherwise indicated. Resumes are welcomed but will not be accepted in place of the official application. E-mailed or faxed applications or resumes will also not be accepted.

Applications are available outside the Office of Human Resources and may be downloaded from the Human Resources website. Candidates who reside outside the city of Bakersfield may contact the Office of Human Resources and request that an application be mailed to their residence. It takes a minimum of 4-6 weeks from the closing date for a position to be filled.

To check the status of your application go to the Human Resources’ Job Opening/Status Inquiry page at: http://www.csusb.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html and click on the “JOB STATUS” icon link. Applicants will not receive individual notifications. Upon submission, all application materials become the exclusive property of California State University Bakersfield Auxiliary for Sponsored Programs Administration and will not be copied or returned.