Position Title: ADMINISTRATIVE ASSISTANT

Recruitment #: #090

Full/Part-Time: Full-Time

Temporary: * Temporary, ends on or before December 31, 2016. Any continuation beyond December 31, 2016 is contingent upon satisfactory performance and available funding. Employment is At-Will.

Salary: $2,070 - $4,304 per month

Department: School of Business & Public Administration, Small Business Development Center

Available: Immediately

Special Conditions: Background/Fingerprint

Sensitive Position: No

Posted: February 26, 2016

Closing Date: For priority consideration, application materials must be received by March 11, 2016, however, the position will remain open until filled.

Positions are open to all interested applicants, both on and off campus, unless this is an on-campus only recruitment.

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.

* The Small Business Administration’s Small Business Development Center program has been continuously funded since enacted into law in 1980.

The CSUB Small Business Development Center (SBDC) assists entrepreneurs by providing consulting services at no cost, by offering professional development and training programs, and by collaborating with other regional economic development stakeholders. The Center serves Kern, Inyo, and Mono Counties within the U.S. Small Business Administration's national network of full-service SBDCs, achieving annual milestones relating to the number of consulting hours performed and clients served, new businesses started, jobs created and retained, and dollars of capital secured on behalf of its clients. The Center is hosted by CSUB’s School of Business & Public Administration and provides real-life opportunities for its students to work with small business owners and gain practical experience while earning their undergraduate and graduate degrees.

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.
The SBDC Administrative Support Coordinator (ASC) serves as a contact point with business clients and prospective clients, community stakeholders, and CSUB’s Business and Administrative Services unit by cordially and informatively greeting office visitors, answering phone and email, and participating in meetings. The ASC assists the Director in assigning independent contract consultants to clients, works with consultants to ensure the database documenting client intake, activities, and outcomes is accurate and up-to-date, and generates reports from this database. This person generates work orders, purchase orders, direct pays; tracks expenditures in multiple funds utilizing PeopleSoft, and prepares quarterly and annual financial reports and invoices. The ASC prepares for and participates in program and financial audits. Finally, the SBDC’s ASC supports the Center’s outreach efforts, which include communicating via email, social media, and print materials and coordinating events. The position is located in downtown Bakersfield.

**DUTIES:**

**Managing Expenditures and Preparing Invoices and Financial Reports:**
- Complete and process purchase orders, direct pays, travel expenditure forms and forward to the BPA analyst
- Collect consultant invoices, compare hours being billed to spending allotments and activities in Neoserra database, and forward invoices to the BPA analyst.
- Align expenditure work orders to the appropriate funding source
- Maintain expenditure tracking and prepare quarterly and annual financial reports and invoices
- Prepare for and participate in financial audits

**Gathering, Tracking, and Analyzing Client Services & Outcomes:**
- Use the Neoserra electronic database to track consulting activities and client outcomes
- Monitor client sign-ups. Complete database records for new clients. Assign and notify consultants
- Ensure consultant notes and other hard copy information is transferred to the Neoserra database
- Monitor completeness of files and inform consultants and the Director of missing information
- Perform queries to extract information on consulting activities and client outcomes
- Maintain client confidentiality and assist Director with Program audits
- Prepare for and participate in program audits

**Communication and Outreach:**
- Create letterhead, business cards, and newsletters
- Update the website and social media links
- Create flyers and other publications as needed
- Track success stories, workshops, and events to include in newsletters
- Arrange for and staff SBDC-sponsored information booths at events
- Maintain distribution lists and route communications to stakeholders

**Office Support:**
- Greet Center visitors and answer phones and emails, serving as an information resource for the Center
- Manage filing system for the office, order office supplies, manage fax and mailings, coordinate meetings, arrange caterings for meetings and conferences, and take meeting notes
- Maintain and update binders pertaining to regulations, policies, and procedures of the SBA, SBDC national network, UC Merced Regional Lead Center, and CSUB.

**REQUIRED QUALIFICATIONS:**

**Education and Experience:**
Requires completion of a high school program or equivalent and three years of recent (within 3 years) progressively responsible administrative support and budget experience.

**Skills, Knowledge, Abilities:**
- Knowledge of general office procedures and protocols and proficiency in using Microsoft office software applications (Work, Excel, PowerPoint, Outlook). Ability to quickly learn to use more specialized databases and technologies employed by the SBDC.
- Ability to apply independent judgment, discretion, and initiative to address problems and develop practical, thorough, and at times creative solutions.
- Ability to learn, interpret independently, and apply a variety of complete policies and procedures. Ability to identify deviations from applicable policies.

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.
• Ability to accurately create, maintain, and extract data in an electronic database system.
• Exceptional time management skills; ability to independently handle multiple work unit priorities and projects with fluctuating and time-sensitive deadlines
• Ability to effectively handle a broad range of interpersonal contacts and maintain a high degree of confidentiality.
• Thorough knowledge of English grammar, punctuation, and spelling and competence in presenting information in writing.
• Ability to perform basic arithmetic functions relating to analyzing client data and tracking expenditure.
• Dress and maintain self in a professional manner.
• Capacity and commitment to effectively work with campus colleagues and provide exceptional service to clients and other stakeholders.

PREFERRED QUALIFICATIONS:
• Four year related of related experience
• Bachelor’s Degree
• Ability to communicate in both English and Spanish
• Experience in managing and tracking expenditures, invoicing, and preparing financial reports
• Experience with PeopleSoft Finance and Neoserra client management systems
• General working knowledge of university infrastructure, policies and procedures
• Experience developing newsletters and updating websites and social media

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 Bakersfield Auxiliary for Sponsored Programs Administration. 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.

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.

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.csub.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.
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.