### SPA JOB ANNOUNCEMENT

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>ADMINISTRATIVE ASSISTANT</th>
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<tbody>
<tr>
<td>Recruitment #:</td>
<td>#121</td>
</tr>
<tr>
<td>Full/Part-Time:</td>
<td>Full-Time</td>
</tr>
<tr>
<td>Temporary:</td>
<td>Temporary, ends on or before December 31, 2018. Any continuation beyond December 31, 2018 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>Department:</td>
<td>Children’s Center</td>
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<td>Available:</td>
<td>Immediately</td>
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<td>Special Conditions:</td>
<td>Background/Fingerprint Clearance</td>
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<td></td>
<td>TB test, MMR vaccine and TDAP vaccine by date of hire</td>
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<tr>
<td>Sensitive Position</td>
<td>Yes</td>
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<tr>
<td>Posted:</td>
<td>February 9, 2018</td>
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<tr>
<td>Closing Date:</td>
<td>For priority consideration, application materials must be received by February 23, 2018, however, the position will remain open until.</td>
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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: [http://www.csub.edu/bas/hr/_files/_Auxiliary_Files/CSUB%20Auxiliary%20Employment%20Application%202017_12_07.pdf](http://www.csub.edu/bas/hr/_files/_Auxiliary_Files/CSUB%20Auxiliary%20Employment%20Application%202017_12_07.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
- Receive and distribute all incoming mail
- Submit all department work orders; maintain log and costs

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.
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- 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.

**iPinWheel Database:** 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.

**CashNet:** Run queries as required for Director and parents; check with Cashier's Office and advise of discrepancies.

**Staffing:** Oversee the Center’s staffing to ensure that each classroom’s ratios are met daily.

**REQUIRED QUALIFICATIONS:** One year of experience in business operations and/or one year of experience as an administrative assistant in a related field. Other combinations of experience and education that meet the minimum requirements may be substituted. Required knowledge of:

- Principles and practices of general records/office principles.
- Principles and practices of office etiquette and use of business equipment.
- Microsoft software products including Access, Word, Excel and Outlook.
- Organizational skills to accomplish timely outcomes.
- Communicate orally with customers, consumers, and the public using a telephone, computer, in a face-to-face, one-to-one setting, and in a group setting in the English language.
- Make decisions in accordance with the rules, regulations, and ordinances, covering the organizational unit to which assigned.
- Analyze, interpret, and report research findings.
- Work under pressure (i.e., handling tasks which come up simultaneously and/or unexpectedly and approaching deadlines).
- Produce written documents with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Learn job-related material primarily through oral instructions and observation. This learning takes place mainly in an on-the-job training setting.
- Work cooperatively with other employees and the public.
- Communicate effectively with all co-workers, subcontractors, and consumers (when applicable)
- Problem solve without direct intervention from supervisor at all times
- **Must have a TB test, MMR vaccine and TDAP vaccine.**

**PREFERRED QUALIFICATIONS:**

- Knowledge of California /Office of Child Care Licensing/rules and regulations/required forms
- Knowledge of National Association for the Education of Young Children (NAEYC)
- Professional experience working in a daycare facility.

**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.

SENSITIVE POSITION: Sensitive positions are designated by the CSU Bakersfield Auxiliary for Sponsored Programs Administration 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 Auxiliary 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.

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.