Position Title: ADMINISTRATIVE ASSISTANT

Recruitment #: #070

Full/Part-Time: Full-Time

Status: Employment is at-will.

Salary: $2,070 - $4,304

Department: University Advancement

Available: Immediately

Special Conditions: Background/Fingerprint Typing Certificate (45 NWPM) – See Required Qualifications

Sensitive Position Yes

Posted: October 23, 2015

Closing Date: November 13, 2015

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, Foundation job application:(download at: [link]
• 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: Reporting to the Vice President for University Advancement and working under the general direction of the Administrative Support Coordinator (ASC) this position will supply clerical support for the VPUA Office. Duties include, but are not limited to: support for the Assistant Vice President and major gifts officer(s) for specific duties; CSUB Foundation; develop and work with high level advanced excel spreadsheets and reports; serve as the contact with high level university donors; advancement software data entry; receive calls and direct callers appropriately; receive and distribute office mail; maintain general office files; specific assigned responsibilities of the division; make conference and travel arrangements creating appropriate files; process travel claims; process accounting forms related to general office purchases; maintain division employees' leave balance reports (sick and vacation) and reconcile annually; as needed, assist with training and monitoring of student assistants; maintain office reception area; provide clerical support for VPUA when ASC absent (calendar, correspondence, etc.); make all facility and event arrangements for CSUB Foundation board and committee meetings; assist the Event Manager with event invitation lists; ability to multi-task on a variety of projects that have specific deadline dates; perform other duties or projects as assigned by the VPUA or ASC.
REQUIRED QUALIFICATIONS: Requires three years of recent clerical experience in handling multiple projects; ability to type at a corrected rate of 45 net words per minute (attach copy of typing certificate to employment application – must be recent, within 2 years – online/internet certificates not accepted), and advanced proficiency with Microsoft Word, Excel, PowerPoint, and other standard office software programs. Incumbent should have demonstrated receptionist skills related to friendly, courteous interaction with a wide variety of people, basic knowledge of applicable university infrastructure, policies, and procedures, demonstrated fundamental writing and presentation skills to effectively communicate standard information, and maintain confidentiality. Incumbent should also have the demonstrated ability to: establish and maintain positive, friendly and cooperative customer service attitude to callers, students, faculty, staff, administrators, and visitors while demonstrating effective interpersonal skills; perform moderate to advanced mathematical functions; work in a fast-paced, ever-changing environment; respond to routine inquiries and explain standard policies and procedures to others; identify and solve standard problems and refer more complex problems to appropriate staff; effectively coordinate and prioritize competing and conflicting priorities according to deadlines and procedures integrating other organizational units and demonstrated ability to consistently meet deadlines; and a willingness to take direction, but also capable of sound judgment, discretion and initiative in performing clerical tasks.

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 California State University, Bakersfield Foundation. 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 California State University, Bakersfield Foundation 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 Foundation 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 Foundation 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.csуб.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 Foundation and will not be copied or returned.