Position Title: ADMINISTRATIVE ASSISTANT

Recruitment #: #178

Full/Part-Time: Full-time

Temporary: Temporary, ends on or before June 30, 2024. Any continuation beyond June 30, 2024, is contingent upon satisfactory performance and available funding. Employment is at-will.

Salary: $2,687 - $4,843 per month (Anticipated salary range $3,400 - $3,800)

Department: Social Work Department in the School of Social Sciences & Education (SSE)

Available: Immediately

Special Conditions: Background/Fingerprint Clearance

Sensitive Position: Yes

Posted: February 24, 2023

Closing Date: This 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: (https://maindata.csub.edu/media/53846/download?inline)
- Names of three (3) professional references
- Copy of degree/transcripts/typing certificate (within 2 years), if applicable and requested
- Brief description of how you are qualified for this position by virtue of your interest, aptitude, education, and experience required.

POSITION PURPOSE: Under general supervision, the Administrative Support Coordinator (ASC I) plays a critical role in supporting the Title IV-E program with CalSWEC (California Social Work Education Center) in the Department of Social Work. The coordinator is responsible for maintaining and preparing information required to support the management of the Title IV-E program through CalSWEC (California Social Work Education Center). This includes helping gather and submit documentation to support student reimbursement, tracking data for report completion and submission, and assisting in orienting selected students to the program.

DUTIES:
CalSWEC Student Information System
- Obtain, enter, and monitor data for CalSWEC Student Information System (CSIS) database.
- Coordinate CalSWEC admissions process.
- Update CSIS system when students enter and exit the program.

Recordkeeping and Reports
- Keep and maintain reports for the ongoing completion of various reports.
- Work with project coordinator on completion of various tracking mechanisms on an ongoing basis.
- Collaborate with other departments as needed to meet this position’s goals and objectives.
Budget

- Work with Sponsored Programs Administration (SPA) to track and record program expenditures.
- Provide supportive documentation to SPA to support student grant disbursement and reimbursements.
- Classify, record, and summarize numerical and financial data to compile and keep CALSWEC budgeting.

Office/Clerical Services

- Complete reports/documents using the Microsoft suite of programs, as well as Adobe and other software programs.
- Maintain student files, including files for students in grant repayment.
- Other office/clerical duties as needed to support the program.
- Order and monitor office supplies inventory.

REQUIRED QUALIFICATIONS: A High School diploma or GED and four (4) years of recent (within seven (7) years) administrative support experience. Substantial experience with bookkeeping desired.

SKILLS, KNOWLEDGE, ABILITIES (SKA’s):

- Demonstrated customer service experience requiring a very high level of diplomacy and professionalism.
- Ability to use tact and diplomacy to effectively handle a broad range of high level and sensitive interpersonal situations with diverse personalities, and to respond appropriately to conflicts and problems.
- Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in the University with the ability to establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds.
- Excellent communication skills: ability to effectively communicate information in a clear and understandable manner, both verbally and in writing.
- Thorough knowledge of English grammar, spelling and punctuation.
- Ability to interpret, communicate and apply policies and procedures.
- Demonstrated ability to maintain a high degree of confidentiality.
- Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.
- Excellent computer skills and competence with a variety of computer applications including word-processing, spreadsheets, databases, on-line systems, Internet as well as online calendaring and email.
- Working knowledge of or ability to quickly learn University infrastructure, policies, and procedures.
- Regular and reliable attendance is required.

PREFERRED QUALIFICATIONS:

- Obtaining, documenting, processing, analyzing, and reporting fiscal information.
- Most of these activities require word processing and data processing using Microsoft Word, Excel, and People Soft through use of a computer, printer, copier, fax, and 10-key.
- Verbal interaction with students, faculty members, and staff members to facilitate fulfillment of other duties and to cooperate in the operation of the Department.
- Filing and retrieving information.
- Demonstrated skills in an institutional/educational environment utilizing a customer-oriented and service-centered attitude.

APPLICATION PROCEDURE: The official California State University Bakersfield Auxiliary for Sponsored Programs Administration application is located at this link: https://maindata.csub.edu/media/53846/download?inline and must be completed in full and received in the Human Resources Office by 5:00 p.m. on specified closing date, unless otherwise indicated. Resumes are welcomed but will not be accepted in place of the official application. Please email your application materials to jobs@csub.edu and reference Auxiliary #178 in the subject line.

Applications are available outside the Office of Human Resources and may be downloaded from the CSUB Auxiliary for Sponsored Program Administration 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 6-8 weeks from the closing date for a position to be filled.
To check the status of your application, go to the CSUB Auxiliary for Sponsored Program Administration page at: https://www.csub.edu/hr/auxiliary. 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.

COVID-19 POLICY: CSU requires faculty, staff, and students who are accessing campus facilities to be immunized against COVID-19 or declare a medical or religious exemption from doing so. Any candidates advanced in a currently open search process should be prepared to comply with this requirement. The systemwide policy can be found at CSU Vaccination Policy [calstate.policystat.com] and questions may be sent to hr@campus.edu.

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.

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.