

ANNOUNCEMENT OF POSITION VACANCY

www.enterprises.csus.edu

**Administrative Assistant
Full Circle Project
REQUISITION # 554101017**

University Enterprises, Inc. (UEI) at Sacramento State is seeking an Administrative Assistant for Full Circle Project. The Full Circle Project (FCP) is a comprehensive academic support program, created by Sacramento State, in collaboration with The Department of Ethnic Studies and the Asian American Studies Program. FCP supports incoming, first-year, Asian-Pacific Islander Desi American (APIDA) students transition from high school and community college with the intention of fostering a transformational university experience as prospective graduates of Sacramento State.

FCP is nationally recognized as the premier student success program, primarily addressing the diverse needs and interests of Sacramento State's APIDA, and other high-need, students.

RATE OF PAY: \$17.69 - \$26.54 per hour

BENEFITS: UEI offers an excellent benefits package that includes:

- UEI contribution to a TIAA retirement plan after one year of service
- Paid Vacation Time
- Paid Sick Time
- Paid Holidays – 14 paid holidays per year including paid time off the week between Christmas Day and New Year's Day as the CSUS campus is closed
- Excellent medical benefits – 100% employer-paid medical & dental for employee-only coverage and low cost for family coverage
- Educational Assistance Program for employees and/or dependents
- View a comprehensive list of all of the benefits at https://www.enterprises.csus.edu/wp-content/uploads/UEI_Benefits-At-A-Glance-Brochure_Projects.pdf

FILING DEADLINE: This position closes to new applicants on June 3, 2024

APPLY ONLINE: To be considered, all applicants must apply through the UEI website at <https://secure6.saashr.com/ta/6158859.careers?ShowJob=554101017>. Applicants who apply outside of this link will not be considered.

CONDITIONS OF EMPLOYMENT: This position is a full-time, non-exempt (eligible for overtime pay), benefited position, with a defined contribution retirement plan through TIAA. (The position is not covered under the California Public Employees' Retirement System.) Continued employment in this position is dependent upon funding and the mutual consent of University Enterprises and the employee, and either University Enterprises or the employee, can, at any time, terminate the employment relationship at will, with or without cause. Program continuation is contingent upon funding.

The selected candidate must furnish proof of eligibility to work in the United States. University Enterprises, Inc. is not a sponsoring agency (i.e. H-1B Visa).

It is strongly recommended that all University Enterprises, Inc. employees follow COVID-19 vaccine recommendations adopted by the U.S. Centers for Disease Control and Prevention (CDC) and the California Department of Public Health (CDPH) applicable to their age, medical condition, and other relevant indications.

MINIMUM QUALIFICATIONS

1. Demonstrated experience in an administrative support position.
2. Demonstrated skills in current office systems, methods, procedures, and practices including effective typing, word processing, and telephone skills.
3. Demonstrated experience assisting in event planning.
4. Demonstrated knowledge of basic budget maintenance procedures and practices.
5. Demonstrated ability to work effectively and cooperatively with students, staff, and faculty.
6. Demonstrated experience using standard business computer software, including email and word processing applications, such as the programs in the Microsoft Office Suite.
7. Excellent command of the English language including grammar, spelling, and punctuation.
8. Excellent oral communication skills and demonstrated ability to clearly answer routine questions and/or refer to appropriate departments.
9. Demonstrated experience prioritizing many different tasks, determining the relative importance of each task, completing projects accordingly, and working with deadlines and time pressure.
10. Demonstrated ability to work effectively, inclusively, and sensitively with people from diverse backgrounds. Demonstrated experience working in a multicultural environment.
11. Basic knowledge of web-based, interactive meeting systems, such as Zoom or Microsoft Teams.
12. Demonstrated work experience working with and maintaining sensitive, confidential information.
13. Must pass a background check, which may include fingerprinting. Must continue to meet the established standards.

PREFERRED QUALIFICATIONS

1. Demonstrated experience working with diverse Asian American and Pacific Islander students and communities.

PHYSICAL REQUIREMENTS

With or without reasonable accommodation: Sit for extended periods; frequently stand and walk; manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, scanners, and fax machines.

WORKING CONDITIONS

Work is performed in an office environment; continuous contact with staff, students, campus community, the public, and other agencies.

DUTIES AND RESPONSIBILITIES

The position performs general clerical functions and support for the Director of the Full Circle Project and professional staff and provides general information and assistance to students. The position reports directly to and receives general supervision from the Director of the Full Circle Project. The position provides work direction for student employees and volunteers.

The specific duties and responsibilities are as follows:

1. Performs administrative support functions in a complex administrative environment.
2. Supports monitoring and maintaining budget policies and procedures, financial record tracking, and program budget and related records.
3. Assists in organizing and coordinating special events with a committee and the Director. Handles all forms of communication to obtain and disseminate information on event/activities. Arranges room set-up, catering services, and supervises student assistants at the event.
4. Maintains the Director's and professional staff's appointment schedule and calendar of activities. Reminds staff of scheduled events and re-schedules appointments or meetings as necessary to accommodate unexpected changes in priorities or work schedules.

5. Assists in processing travel requests and advances related to the Full Circle Project. Makes travel arrangements for meetings, workshops, conferences, and other travel; gathers supporting documentation for travel claims; completes travel claims, obtains appropriate signatures, and forwards documents to appropriate departments for processing.
6. Reminds staff to submit their time report via the online timekeeping system and maintains attendance records. Works with the UEI Payroll department to resolve discrepancies.
7. Assists in establishing and maintaining office files and record-keeping systems including confidential information and data.
8. Assists in monitoring and maintaining accurate inventories of office supplies and equipment.
9. Monitors office equipment and service contracts. Schedules servicing and maintenance of office equipment.
10. Performs other duties as assigned by the Director to ensure the success of the program and its participants.

Note: This position vacancy is with University Enterprises Inc., an auxiliary organization of California State University, Sacramento. This is not a University position; the incumbent will be an employee of University Enterprises. *University Enterprises operates commercial enterprises on the California State University, Sacramento campus; it is responsible for grant and contract management and fiscal services for University research and sponsored programs and provides fiscal services to University related agencies and activities. University Enterprises is a non-profit corporation governed by a board of directors in conformance with the appropriate State of California codes and policy directives of the Board of Trustees and the campus administration.*

University Enterprises is an equal opportunity employer and is committed to an active nondiscrimination program. It is the stated policy of University Enterprises that all employees and applicants shall receive equal consideration and treatment. All recruitment, hiring, placement, and promotions will be on a basis of qualifications of the individual for the position being filled, regardless of race, color, religion, ancestry, national origin, age (over 40 years), sex, sexual orientation, marital status, medical condition (diagnosis or history of cancer)*, citizenship, veteran status, or physical or mental disability. Any persons who feel that they have been discriminated against in connection with an application for employment should contact University Enterprises' Director of Human Resources at (916) 278-7003. *As defined in Section 12926(F), Government Code 12990.

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

In compliance with the Jeanne Clery Disclosure of Campus Security Police and Campus Crime Statistics Act, California State University, Sacramento has made crime reporting statistics available on-line at www.csus.edu/police/cleryact.htm. Print copies are available in the CSUS library and by request from the CSUS Office of Public Safety and the Office of the Vice President for Student Affairs.