

## **California State University, Long Beach Research Foundation Position Description**

WORKING TITLE:	Administrative Assistant
PAYROLL CLASSIFICATION:	Administrative
DEPARTMENT:	Collaborative for Advancement of Linked Learning (CALL)
STATUS:	Temporary P/T (20 hours per week) Non-Benefitted, Non-Exempt
POSTING DATE:	September 1, 2017
CLOSING DATE:	Open Until Filled
POSITION NUMBER:	2384

### **ESSENTIAL JOB FUNCTIONS:**

Under the general supervision of the CALL Director, the Administrative Assistant will provide post-award administrative services for the project. The Administrative Assistant will assist in preparing personnel and payroll, travel and other program expense paperwork, maintain Linked Learning hard copy and electronic files of project documents, postings and communications.

### **DUTIES AND RESPONSIBILITIES:**

- Providing post-award administrative services for sponsored projects.
- Working with the College Fiscal office and university Office of Research and Sponsored Programs grant administrator, manage the timely invoicing of sponsors, financial project reporting, grant and contract compliance, expenditure allowability and efficient departmental systems operations.
- Maintaining compliance with provisions of the sponsor guidelines, budgets and restrictions.
- Ensuring compliance with University and Research Foundation policies and procedures.
- Maintaining day-to-day tracking of grant and sub-award expenses ensuring compliance with university and foundation regulations and best practices.
- Tracking grant and sub-award cash, in-kind, and matching expenses, using internal tracking document by College Grants/Contracts Manager.
- Assisting in the preparation of periodic financial, personnel and payroll, and program data reports as directed.
- Working with CALL Director to provide support with logistical, travel and contract arrangements for Linked Learning program activities including statewide meetings.
- Ordering office supplies, materials and equipment.
- Maintaining an inventory of Linked Learning program property and equipment.
- Maintaining accurate and timely updates of archives and records and assist with reporting activities.
- Performing other duties as assigned.

### **EDUCATION, SKILLS AND ABILITIES:**

- 3-5 years of experience working with CSU foundation grant accounts and/or accounting experience with a CSU campus
- 1-2 years of college level accounting
- Communicate clearly and professionally, both orally and in writing.
- Develop and maintain accurate records in a user-friendly format.
- Knowledge of CSU budget, accounting, and HR policies and practices

- Ability to use CSU accounting, grant management, and HR management tools.
- Gather and analyze complex financial data, reason logically, draw valid conclusions, recommend alternatives and take appropriate action.
- Establish and maintain priorities and meet deadlines.

Must be able to accept constructive criticism, prioritize workload, be professional and interact positively with others. Regular punctual attendance required.

The incumbent is an employee-at-will and the position is restricted to the conditions set forth in the grant. Therefore, ongoing employment will be contingent upon continual renewal of grant monies and availability of funds.

**SALARY:** \$20.00 - \$22.00 per hour (Non Exempt)

**FILING DEADLINE:** Opened Until Filled

**APPLICANT PROCEDURE:**

Interested individuals should forward their cover letter, resume and completed employment application referencing position number to CSULB Research Foundation, 6300 State University Drive, Ste. 332, Long Beach, CA 90815 or visit our web site at [www.foundation.csulb.edu](http://www.foundation.csulb.edu) for [e-mail instructions](#). A separate application is necessary for each job opportunity posting. It is the responsibility of the applicant to clarify on their application their ability to perform the job for which they are applying. Individuals requiring a reasonable accommodation in order to apply for this position should provide necessary information to the Associate Director of Human Resources. Additionally, individuals invited to interview for this position should inform the Associate Director of Human Resources at the time of invitation, of any requirements for a reasonable accommodation.

**NOTICE:**

The CSULB Research Foundation does not discriminate on the basis of sex in its employment as required by Title IX of the Education Amendments of 1972, as amended, and Section 86.9 of the administrative regulations adopted by the Department of Education pursuant thereto, nor does it discriminate on the basis of race, color, religion, national origin (including language restrictions), sex (pregnancy or gender), sexual orientation, marital status, age, disability (mental and physical, including HIV and AIDS), ancestry, medical condition (cancer/genetic characteristics), denial of family and medical care leave, denial of pregnancy disability leave or reasonable accommodation or veteran's status (including Vietnam-era veterans) as required by other federal/state non-discrimination statutes, related administrative regulations and executive orders. Individuals selected for employment must provide proof of identity and employment eligibility as prescribed in Title 8, United States Code, and Section 132A. We are an Equal Opportunity, Affirmative Action, and Title IX Employer. The CSULB Research Foundation is a 501 (c) (3) corporation that exists solely to support and advance the mission of CSULB. Employment with the CSULB Research Foundation rests solely with the CSULB Research Foundation and provides no rights or benefits of employment or any other kind, with any other organization. This includes, but not limited to; California State University Long Beach, the State of California, or the sponsoring agencies of any programs administered by the CSULB Research Foundation.

Please read and complete voluntary **Affirmative Action Information Form** below.  
Submit with resume/application to Research Foundation HR.

## **AFFIRMATIVE ACTION INFORMATION FORM**

To the extent we are subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974 or section 503 of the Rehabilitation Act of 1973, we comply with requirements to take affirmative action regarding qualified individuals with a disability, special disabled veterans, and veterans of the Vietnam era or other covered veterans. If you come within any of those categories, and would like to be included in our affirmative action program, you may tell us now or at anytime in the future. We also invite you to tell us now, or at anytime in the future, about any reasonable accommodations that you believe we could make which would better enable you to perform the essential functions of the job properly and safely.

Submitting this information is voluntary. Providing it or declining to provide it will not affect your employment in any way. The information will be used only in ways consistent with the law. It will be kept confidential, except that it may be used to determine necessary accommodations and to inform first aid/safety personnel or government officials enforcing applicable laws.

1. Name: \_\_\_\_\_
2. You may check any items applicable to you:

- Disabled - Anyone having any physical or mental impairment, which substantially limit one or more major life activities.
- Special Disabled Veteran - Veteran entitled to VA-administered disability compensation, or discharged from active duty because of a service-connected disability, for a disability rated at 30% or more, or rated at 10-20% where the VA has determined the veteran to have a serious employment handicap.
- Vietnam Era Veteran - Anyone who served more than 180 days active duty and was discharged with other than a dishonorable discharge, or anyone discharged from active service for a service connected disability, if any part of such active duty was in the Republic of Vietnam between February 28, 1961 and May 7, 1975, or between August 5, 1964 and May 7, 1975 in all other cases.
- Other Protected Veteran - Anyone who served more than 180 days active duty and was discharged with other than a dishonorable discharge, or anyone discharged from active service for a service connected disability, if any part of such active duty was in the Republic of Vietnam between February 28, 1961 and May 7, 1975, or between August 5, 1964 and May 7, 1975 in all other cases.
- Other Protected Veteran - Veteran who served on active duty during a war or in a campaign for which a campaign badge has been authorized. List of eligible campaigns can be found at [www.opm.gov/veterans/html/vgmedal2.htm](http://www.opm.gov/veterans/html/vgmedal2.htm). Also, veteran who, while on active duty, participated in a military operation for which an Armed Forces Service Medal was awarded pursuant to Exec. Order No. 12985.
- Newly Separated Veteran - Veteran who served on active duty and was discharged or released within the last three years.

3. If you checked Disabled or Special Disabled Veteran, you may identify any reasonable accommodations we could make that would better enable you to perform the essential functions of the job properly and safely.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_