

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

WORKING TITLE:	Administrative Assistant
PAYROLL CLASSIFICATION:	Administrative Assistant I
DEPARTMENT:	Upward Bound Program
STATUS:	Full Time Benefitted (Non- Exempt)
POSTING DATE:	August 25, 2017
POSITION NUMBER:	2386

ESSENTIAL JOB FUNCTIONS:

Under the general supervision of the Upward Bound Project Director, the position provides comprehensive administrative support to the Upward Bound Program. Duties include but are not limited to:

Front Office Receptionist:

- Serve as the central reception and information point for the UBP programs including greeting and directing all participants and visitors.
- Responsible for providing professional, courteous, and accurate information and communication with UBP partners, personnel, and participants regarding services and activities.
- Provide a friendly, supportive atmosphere in which students feel comfortable to ask for assistance in making program appointments and/ or referrals.
- Manage multiple platforms when coordinating daily schedule of appointments, meetings, and events for coaching staff and campus activities.
- Perform general administrative tasks and implement the day-to-day front office systems including scheduling appointments, answering incoming calls utilizing a multi-line phone system, word processing, and internet research.

Social Media, Communications, & Program Marketing

- Provide consistent and engaging information on all social media accounts (i.e. Twitter, Instagram, Facebook, BeachBoard etc.).
- Manage followers on all social media accounts (i.e. Twitter, Instagram, Facebook, etc.).
- Coordinate all composing and editing of social media account communications, as well as designing forms and brochures.
- Work collaboratively with the staff when creating flyers, publicity, and other promotional program material.
- Assist Educational Coaching staff with Upward bound students follow-up and notification of program activities and services.

Administrative, Tracking, & Other Responsibilities

- Strictly adhere to FERPA, CSULB's Grants and Contracts Policies, and CSULB Foundation Human Resources policies.
- Maintain organization of all student applications, files, and other documentation and/or records.
- Assist in project tracking, documenting, and evaluation programs services and activities.

- Assist Project Director with preparation of Annual Performance Reports to the U.S. Department of Education, CSULB and any other entities which may require them.
- Assist in maintaining office equipment in good working order, maintain equipment inventory, and order and maintain office supplies.
- Additional duties as assigned.

EDUCATION, SKILLS, AND ABILITIES:

- Three years of office experience in an administrative support function to a medium size staff, preferably in a high school, college or educational setting.
- High school diploma, with an Associate's degree (AA/AS) preferred, or a minimum of three years equivalent of college courses.
- Knowledge of, and proficiency with, computer programs such as Outlook, Word, Excel, Power Point, and other technologies used to communicate with students including social media.
- Knowledge of Photoshop, Piktochart, and other image/photo editing software for the use of creating publicity and other marketing materials, highly preferred.
- Demonstrate sensitivity to the needs of first-generation and low-income students; understanding of cross-culture values regarding education, and the ability to establish rapport with target population.
- Experience working in team setting, work well with others, and function well under pressure, handle multiple task concurrently, and remain professional at all times.
- Must be capable of communicating effectively with Program participants and their families, high school, postsecondary institutions, community agencies personnel, and CSULB faculty, staff and administrators.
- Be dependable, flexible, patient, and self-motivated, especially in adapting to changing assignments and ability to prioritize workload.
- Initiative and ability to work without constant supervision is required.
- Should be able to manage time effectively, and meet tight production deadlines.
- Must have the ability to use initiative and resourcefulness in planning, implementing, and evaluating program work assignments.
- Must be reliable, outgoing, friendly, and have a strong desire to work in a student-oriented capacity.
- Must have a valid driver's license, and be eligible to pass the DOJ finger printing review and background check.
- Must have the ability to work a flexible schedule regarding evenings and Saturdays.
(Note: Upward Bound has at least twenty Saturday workdays during the academic year)

Must be able to accept constructive criticism, prioritize work load, be professional and interact positively with others. Regular 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: \$14.00 - \$15.00 Hourly (Non-Exempt)

FILING DEADLINE: Opened until filled

APPLICANT PROCEDURE:

Interested individuals should forward their cover letter, resume and completed employment application referencing position to CSULB Research Foundation, 6300 State University Drive, Ste. 332, Long Beach, CA 90815 or visit our web site at 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. 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: _____