

California State University, Long Beach Research Foundation Employment Opportunities

Working Title:	Receptionist
Payroll Classification:	Administrative Support Junior (Entry Level)
Department:	Student Support Services Program (SSS)
Status:	Full Time w/ Benefits (Non-Exempt)
Posting Date:	February 15, 2019
Position Number:	#2449

ESSENTIAL JOB FUNCTIONS:

Under the general supervision of the SSS Project Director and the direct supervision of the SSS Assistant Director, the Receptionist will provide comprehensive administrative support to the SSS Program.

DUTIES AND RESPONSIBILITIES:

Include, but are not limited to:

Front Office Receptionist:

- Serve as the central reception and information point for the SSS program including greeting and directing all visitors.
- Responsible for providing professional, courteous and accurate information and communication with SSS 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 and 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 coaching staff when creating flyers, publicity and other promotional program material.
- Assist coaching staff with SSS student follow-up and notification of program activities and services.

Administrative, Tracking and Other Responsibilities:

- Strictly adhere to FERPA, CSULB's Grants and Contracts policies and CSULB Research Foundation Human Resources policies.
- Assist Project and Assistant Director in tracking, documenting and evaluating program services and activities.
- Assist in monitoring all office equipment inventory systems.
- Additional duties as assigned.

This position is employed through the CSULB Research Foundation. Employment is at-will. This position is restricted to the conditions set forth in the grant. Ongoing employment is contingent upon continual renewal of grant monies and availability of funds.

EDUCATION, SKILLS AND ABILITIES:

- Associates degree (AA/AS) or a minimum of two years equivalent experience in a related field.
- Knowledge of, and proficiency with, computer programs such as Outlook, Word, Excel, PowerPoint, and other technologies used to communicate with students including social media.
- Demonstrate sensitivity to the needs of grant targeted populations; first-generation, low-income and students with disabling conditions; understanding of cross-culture values regarding education, the ability to establish rapport with target population.
- Experience working in team settings, work well with others, function well under pressure, handle multiple tasks concurrently and remain professional at all times.
- Must be capable of communicating effectively with diverse program participants, staff, faculty and administrators.
- Be dependable, flexible, patient and self-motivated, especially in adapting to changing assignments and ability to prioritize workload.
- Imitative and ability to work without constant supervision is required.
- Should be able to manage time effectively, prioritize tasks and meet tight production deadlines.
- Must be able to accept constructive criticism, prioritize workload, be professional, interact positively with others and possess a friendly and outgoing personality.
- Regular punctual attendance is required.
- 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 environment.
- Must have a valid driver's license.
- Must have the ability to work a flexible schedule regarding evenings and weekends.

POST OFFER BACKGROUND CHECK REQUIREMENT:

A post offer live scan background check (including a reference and criminal records check) must be completed and the individual cleared before they can start work with the CSULB Research Foundation. No information will be required prior to the offer of employment. Once an offer of employment is made, failure to complete the background check and receive clearance may affect the application status of a new hire individual and/or the continued employment of a current CSULB Research Foundation employee who has applied for a new position. Individuals working with minor children and/or the elderly will be required to renew their live scan fingerprinting and be cleared every twelve (12) months. Information obtained through the background check does not automatically disqualify an individual from employment.

SALARY: \$13.00 - \$16.71 Hourly

FILING DEADLINE: Open 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 Director of

Human Resources. Additionally, individuals invited to interview for this position should inform the 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 CSULB 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: _____