



CALIFORNIA STATE UNIVERSITY, STANISLAUS

Phone (209) 667-3354 ♦ www.csustan.edu/HR

EMPLOYMENT OPPORTUNITY

POSITION: ADMINISTRATIVE ANALYST/SPECIALIST, NON-EXEMPT

JOB #11/72

Temporary full-time position available on or after January 20, 2012 and ending on or before September 30, 2012 with the Central Valley Hispanic Serving Institution (HSI) Cooperative Science, Technology, Engineering and Mathematics (STEM) Articulation and Transfer Project. Possibility of reappointment based on budget, department needs and job performance.

ESSENTIAL DUTIES: Under the supervision of the Project Director of the Central Valley HSI STEM Articulation and Transfer Project provide excellent administrative and analytical support and accountability for the grant office. Key areas of responsibility include fiscal and resource management for this large federally funded grant project, as well as program administration and support. Duties include, but are not limited to:

Fiscal and Resource Management

- Develop and manage a large federally funded grant budget. Analyze budgetary data and provide accurate budget projections. Research and document specific program costs.
- Responsible for monthly budget reconciliation, the creation of monthly reports and the development of budget reports to fulfill grant reporting requirements.
- Maintain all budget information in an appropriate, complete, and timely manner. Maintain all necessary budget-related documentation.
- Prepare and process all budget transaction paperwork, such as purchase orders and timesheets to ensure appropriate expenditures and salaries are carried forth.
- Organize and monitor all project resources such as supplies and equipment. Advise supervisor on appropriate procedures and deadlines for finance and budget.
- Work with the U.S. Dept of Educ and appropriate University offices to ensure compliance with all applicable federal regulations related to administering the grant and its budget.

Project and Office Coordination

- Assist the project director with the implementation of all grant project activities and requirements, ensuring compliance with applicable regulations or requirements governing the program. Work with the project director and the project activity leads to support the implementation of all project activities, including providing support to partner institutions.
- Compile program data from activity leads and compose reports. Process travel forms as the travel custodian for the grant project, timesheets, and employment forms.
- Organize and schedule meetings and/or events, including notification and scheduling with individuals, preparation of materials, developing agendas, recording of minutes, and developing and creating presentation materials. Maintain confidentiality when dealing with information about students and personnel.
- Help recruit, select, train, and provide supervision of student assistants. Respond to written, phone, and in-person inquiries regarding the grant project.
- Work in a team environment with a positive customer service orientation.
- Establish and maintain office policies and procedures, and office logistics including acquisition of supplies and other equipment.

Calendar

- Maintain Project Director's calendar. Schedule appointments and coordinate meetings. Ensure completion of follow-up activities.

Perform Other Duties as Assigned

QUALIFICATIONS:

Bachelor's degree from an accredited institution. In addition to the experience requirement, the equivalent of four (4) years of training, administrative, and analytical work experience involving study, analysis, and or evaluation leading to the development or improvement of administrative policies, procedures, practices or programs may be substituted for the required education on a year-for-year basis; however the degree is highly preferred. Full-time equivalent of four (4) years of progressively responsible administrative work experience involving development or improvement of office administrative policies, procedures, practices, or programs.

PREFERRED QUALIFICATIONS:

- General knowledge of applicable state and federal laws, procedures, and regulations concerning student services functions and grant administration.
- Experience working with grant projects and writing grant reports. Experience in data collection and analysis for reporting purposes.
- Experience working with public sector budget policies, procedures, and regulations and communicating with and/or seeking support from external agencies.

SPECIALIZED SKILLS AND ABILITIES:

- Working knowledge of general practices, program, and/or administrative specialty.
- Basic knowledge of and ability to apply fundamental concepts. Working knowledge of budget policies and procedures.
- Ability to learn, interpret, and apply a wide variety of policies and procedures relating to and impacting the applicable program, organizational unit, and/or administrative specialty.
- Knowledge of basic methods and procedures for research and statistical analysis and the ability to apply them.
- Ability to analyze data and make accurate projections using business mathematics and basic statistical techniques.
- Ability to organize and plan work and projects including handling multiple priorities.
- Ability to make independent decisions and exercise sound judgment.
- Ability to compile, write and present reports related to program or administrative specialty.
- Ability to maintain discretion and judgment regarding sensitive information. Demonstrated ability to establish and maintain effective working relationships within and outside the work group and serve as a liaison for the organizational unit.
- Excellent oral and written communication skills. Demonstrated ability in the use of proper English grammar, punctuation, and spelling, as well as proofreading and editing skills.
- Technological and computing competency in programs such as Word, Excel, Power Point, Outlook, FileMaker Pro, Brio, and People Soft.
- Ability to travel and work evenings and weekends as needed (with prior notice when possible).
- The successful candidate must be fingerprinted and successfully pass a background check, which may include checks of employment records, criminal records, civil records, and motor vehicle records.

SALARY RANGE: \$3,245 to \$5,193 per month plus excellent paid benefits. *Position will normally be hired at, or near, the entry rate.*

POSITION IS OPEN UNTIL FILLED. SCREENING OF APPLICATIONS TO BEGIN ON OR AFTER JANUARY 20, 2012.

APPLICATION PROCEDURE: Applications will be processed in accordance with Article 9.3 of the CSU/CSUEU Memorandum of Understanding. Preference will be given to qualified individuals currently employed at CSU Stanislaus in bargaining units 2, 5, 7, and 9 except when it is determined that it is necessary to appoint outside applicants to meet the best interest of the campus by obtaining specialized skills and abilities not available from current employees. Qualified candidates should submit a completed CSUS employment application (download electronic application at http://www.csustan.edu/hr/employment_opportunities/staff/index.html), a resume and a letter of interest to:

California State University, Stanislaus · Human Resources Department
Mary Stuart Rogers Educational Services Gateway Building, Suite 320 (3rd Floor)
One University Circle · Turlock, CA 95382 · Phone: (209) 667-3354

Applicants requiring necessary accommodations to the application process may contact Human Resources at (209) 667-3351. California Relay Service is available at (800) 735-2922 voice and (800) 735-2929 TDD.

THOSE INDIVIDUALS WHO APPEAR TO BE THE BEST QUALIFIED FOR THIS POSITION WILL BE CONTACTED BY TELEPHONE FOR AN INTERVIEW.

CSU STANISLAUS IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION TITLE IX/SECTION 503/504 EMPLOYER. QUALIFIED WOMEN, MINORITIES, AND PERSONS WITH DISABILITIES ARE ENCOURAGED TO APPLY. CSU STANISLAUS HIRES ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES. CLERY ACT: IN COMPLIANCE WITH THE JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CRIME STATISTICS ACT, CRIME REPORT STATISTICS ARE AVAILABLE AT www.csustan.edu/UPD/pages/CampusCrimeStatistics/index.html

INFORMATION CONTAINED IN THIS ANNOUNCEMENT MAY BE SUBJECT TO CHANGE WITHOUT NOTICE.