



CALIFORNIA STATE
UNIVERSITY
E A S T B A Y

F O U N D A T I O N

Position Announcement #09-09

The CSU East Bay Foundation is located in the East Bay Hills overlooking the San Francisco Bay. The Foundation is a non-profit agency founded to support the University. Established in 1959, the Foundation has seen continual growth in staff to support the growing number of grants and contracts awarded.

Renaissance Scholars is devoted to the recruitment, retention and graduation of former foster youth at CSU East Bay. Reporting to the Program Coordinator, the Administrative Assistant will serve in a multi-faceted capacity to assist the Program Coordinator and Community Outreach Liaison with day-to-day operations of the program.

Administrative Assistant II

- Part-time (0.75FTE 30 hours/week), non-benefited, hourly, non-state, grant employee position
- Salary range: \$2,678.00 - \$3,381.73 per month

Under the general direction of the Program Director, the Administrative Assistant II will be responsible for the ongoing daily operation of the Renaissance Scholars Program: assist with various accounting procedures; receives and screens visitors and telephone calls; schedule appointments for Coordinator; maintain student database files and records; maintain stock of forms and supplies; prepare requisitions to pay for program invoices and expenses; keep accurate records of account balances; generate student transcripts for Coordinator; secure travel arrangements for program staff; coordinate/collaborate with various campus and Student Affairs departments as needed; participate on committees; design/update program forms, flyers, and brochures; place reminder calls to students; mail merge and mass mailings; assist with end-of-year grants reports; provide general information about the programs and services provided by the program; develop procedures for efficient and effective completion of administrative tasks and maintain project records; provide support to Program Director; other duties as assigned.

Minimum Qualifications: Education: High School Diploma or equivalent required. Experience: Five years of administrative experience; Knowledge, Skills, and Abilities: excellent planning skills; ability to handle multiple tasks simultaneously; ability to work independently; Organizational and Interpersonal skills; and good verbal and written communication skills. Microsoft Office knowledge preferred.

How to Apply: Applications and information may be obtained from the CSUEB Foundation, Human Resources Office or online at: <http://www.csueastbay.edu/foundation/hr/employ-opp.html> Based on a review of the applications, the best qualified applicants will be invited for an interview. **To be guaranteed consideration for the position, applications must be received by November 30, 2009, however the position will remain open until filled and applications are welcome past this date.** Please submit an application to:

Human Resources
CSU East Bay Foundation, Inc.
25976 Carlos Bee Blvd.
Hayward CA, 94542-1699
Attn: Job #09-09

OR

Email Application to: foundationhr@csueastbay.edu

CSUEB Foundation is a committed Equal Opportunity, Affirmative Action Employer. Minorities, women, disabled and veterans are encouraged to apply. Foundation job positions are non-state positions. Proof of authorization to work in the United States and proof of identity will be required immediately upon employment.