



CALIFORNIA STATE
UNIVERSITY
E A S T B A Y

F O U N D A T I O N

Position Announcement #09-10

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.

Project SOAR, a GEAR UP grant funded by the U.S. Department of Education, is charged to increase the number of low income students who are prepared to enter and succeed in postsecondary education. This position supports the acquisitions and documentation of the required match contributions.

Administrative Assistant I

- 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 Partnership Liaison, the Administrative Assistant I will be responsible for documentation of allowable match from the beginning of the project cycle through the present; being informed on allowable match and types of supporting documentation for contributions; attending match training sessions; obtaining required documents for reporting match contributions; meeting with contributing partners, as needed; preparing and maintaining an accurate and updated record of match documentation received and cumulative amounts; preparing monthly reports of match documentation; maintaining a database of match contributions; compiling and summarizing match data for monthly, quarterly and annual performance reports; and other duties as assigned.

Minimum Qualifications: Education: High School Diploma or equivalent required, some college preferred. Experience: Two years of administrative support experience, with data entry and accounting tasks; 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, including use and design of spreadsheets.

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 December 18, 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 #09-10

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.