



EMPLOYMENT OPPORTUNITY

POSITION: ADMINISTRATIVE ANALYST/SPECIALIST I, NON-EXEMPT I

JOB #16/89

Full time temporary position available on or after May 15, 2017 and ending on or before September 30, 2018 for STEM Success (a grant from the U.S. Department of Education). Possibility of reappointment based on budget, department needs, and job performance.

ESSENTIAL DUTIES: Under the supervision of the Project Director provide excellent administrative and analytical support and accountability for the grant office. Key areas of responsibility include fiscal and resource management for this large, multi-year, federally funded grant project, as well as program administration and support, such as program reporting, coordination of travel and project personnel. Duties include but are not limited to:

- Assist the director with the implementation of all grant projects activities and requirements ensuring compliance with applicable regulations or requirements governing the program.
- Work with the director and the project activity leads to support the implementation of all project activities. 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, schedule, and coordinate meetings and/or events, including notification and scheduling with individuals, preparation of materials, developing agendas, recording minutes, developing and creating presentation materials, and ensure completion of follow-up activities. 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. Establish and maintain office logistics including acquisition of supplies and other equipment.
- Maintain confidentiality when dealing with information about students or personnel. Develop and manage a large federally funded grant budget.
- Responsible for monthly budget reconciliation and the creation of monthly reports. Also responsible for the development of budget reports to fulfill grant reporting requirements.
- Analyze budgetary data and provide accurate budget projections. Research and document specific program costs.
- Maintain all budget information in an appropriate, complete, and timely manner.
- Prepare and process all budget transaction paperwork, such as purchase orders and timesheets, to ensure appropriate expenditures and salaries are carried forth.
- Maintain all necessary budget-related documentation. Organize and monitor all project resources such as supplies and equipment.
- Work with the U.S. Department of Education and appropriate University offices to ensure compliance with all applicable federal regulations related to administering the grant and its budget. Advise supervisor on appropriate procedures and deadlines for finance and budget. Other duties as assigned

MINIMUM QUALIFICATIONS:

- A bachelor's degree and/or equivalent training.
- Administrative work experience involving study, analysis, and/or evaluation leading to the development or improvement of administrative policies, procedures, practices, or programs.

PREFERRED QUALIFICATIONS:

- Full-time equivalent of four (4) years of progressively responsible administrative work experience.
- General knowledge of applicable state and federal laws, procedures, and regulations concerning student services functions and grant administration.
- Experience working with public sector budget policies, procedures, and regulations.
- Experience working with grant projects and writing grant reports. Experience in data collection and analysis for reporting purposes.
- Technological and computing competency including but not limited to Word, Excel, PowerPoint, Outlook, Brio, and PeopleSoft.
- Ability to maintain discretion and judgment regarding sensitive information.
- 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.
- Prior experience working with the diverse groups present in a university environment including administration, faculty, staff, and students
- Experience in communicating with/seeking support from external agencies.

SPECIALIZED KNOWLEDGE, SKILLS, AND ABILITIES:

- General knowledge and skills in the applicable administrative and/or program field with a foundational knowledge of public administration principles, practices, and methods.
- 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.
- Demonstrated ability to establish and maintain effective working relationships within and outside the work group and serve as a liaison for the organizational unit.

SALARY RANGE: \$3,288- \$5,695 per month plus excellent paid benefits (position will normally be hired at or near the entry salary). The California State University offers a premium benefit package that includes, but is not limited to, outstanding vacation, health, dental, and vision plans; a fee waiver education program; membership in the California Public Employees Retirement System (PERS); and 14 paid holidays a year.

POSITION IS OPEN UNTIL FILLED. APPLICATION SCREENING WILL BEGIN MAY 1, 2017. (Applications received after the screening date will be considered at the discretion of the university.)

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. To be considered, qualified candidates must submit a completed CSUS employment application (download electronic application at http://www.csustan.edu/hr/employment_opportunities/Staff/index.html), **cover letter**, and **resumé** 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
For questions, please contact: Ms. Cherie Davis (209) 667-3923

A background check (which includes checks of employment records, education records, criminal records, civil records; and may include motor vehicle records, professional licenses, and sex offender registries, as position requires) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

Applicants requiring necessary accommodations to the application process may contact the Human Resources Department at (209) 667-3351. California Relay Service is available at (800) 735-2922 voice and (800) 735-2929 TDD. As a federal contractor, we are committed to attracting a diverse applicant pool. Please consider completing the Voluntary Self-Identification of Disability form (your response will not be shared with the search committee) at: http://www.dol.gov/ofccp/regs/compliance/sec503/Voluntary_Self-Identification_of_Disability_CC-305_SD_Edit1.24.14.pdf.



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

THE ANNUAL CAMPUS SECURITY AND FIRE REPORT INCLUDES STATISTICS FOR THE PREVIOUS THREE YEARS CONCERNING REPORTED CRIMES THAT OCCURRED ON CAMPUS; IN CERTAIN OFF-CAMPUS BUILDINGS OR PROPERTY OWNED OR CONTROLLED BY STANISLAUS STATE; AND ON PUBLIC PROPERTY WITHIN, OR IMMEDIATELY ADJACENT TO AND ACCESSIBLE FROM THE CAMPUS. THE REPORT ALSO INCLUDES INSTITUTIONAL POLICIES CONCERNING CAMPUS SECURITY, SUCH AS ALCOHOL AND DRUG USE, CRIME PREVENTION, THE REPORTING OF CRIMES, SEXUAL ASSAULT AND, CAMPUS FIRE STATISTICS. YOU CAN OBTAIN A COPY OF THIS REPORT AT: [HTTPS://WWW.CSUSTAN.EDU/UPD/CRIME-STATISTICS](https://www.csustan.edu/upd/crime-statistics). TO REQUEST A PRINTED COPY CALL: (209) 667-3572; FAX: (209) 667-3104; OR EMAIL: PUBLIC_SAFETY@CSUSTAN.EDU. INFORMATION REGARDING CAMPUS SECURITY REPORTS AT OTHER LOCATIONS CAN BE FOUND AT: [HTTP://OPE.ED.GOV/SECURITY/](http://ope.ed.gov/security/). 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](http://www.csustan.edu/upd/pages/campuscrimestatistics/index.html).

THE UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE AGAINST PERSONS ON THE BASIS OF RACE, RELIGION, COLOR, ANCESTRY, AGE, DISABILITY, GENETIC INFORMATION, GENDER, GENDER IDENTITY, GENDER EXPRESSION, MARITAL STATUS, MEDICAL CONDITION, NATIONAL ORIGIN, SEX, SEXUAL ORIENTATION, COVERED VETERAN STATUS, OR ANY OTHER PROTECTED STATUS. ALL QUALIFIED INDIVIDUALS ARE ENCOURAGED TO APPLY. CSU STANISLAUS HIRES ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES. THE PERSON HOLDING THIS POSITION IS CONSIDERED A 'MANDATED REPORTER' UNDER THE CALIFORNIA CHILD ABUSE AND NEGLECT REPORTING ACT AND IS REQUIRED TO COMPLY WITH THE REQUIREMENTS SET FORTH IN CSU EXECUTIVE ORDER 1083 AS A CONDITION OF EMPLOYMENT.

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

4/14/17