POSITION ANNOUNCEMENT

TITLE: PROGRAM ASSISTANT
DEPARTMENT: SPONSORED PROGRAMS
REPORTS TO: DIRECTOR, OSP
HOURS: FULL TIME – 40 HOURS PER WEEK
SALARY RANGE: $15.18 TO $22.50 PER HOUR
FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:
The Program Assistant for Office of Sponsored Programs (OSP) provides direct administrative support for contracts and grants and directly serves as liaison to Sponsored Program Administrators and/or Auxiliary and university staff to process project transactions in accordance with relevant policies and procedures. Assists to develop and/or implement procedures for sponsored programs activities. Provides back-up support for other Sponsored Program Administrators to ensure timely and efficient operation of the Sponsored Programs Office. Maintains quality customer service in a deadline-oriented and high-volume work environment.

ESSENTIAL FUNCTIONS:
- Support Area. Supports contract and grant operations which includes transactional, account set-up and close, and various compliance report management.
- Transaction review. Maintain current knowledge and understanding of relevant ASC and university policies and procedures. Accurately review daily project transactions, including: employment forms, requisitions, check requests, travel advances and claims, university chargebacks, procurement cards, and other ASC and university documents. Confirm account coding, project funds, appropriate back-up documentation, and signature authorization. Communicate with Principal Investigators, university and Corporation staff, to obtain any missing elements of the transaction. Approve or distribute to the Sponsored Program Administrator accordingly for appropriate approvals and processing. Assist in the preparation of journal entries as requested or as otherwise directed.
- Project set up and maintenance. Assist with the establishment of new sponsored programs projects and activity accounts utilizing the financial database and create project file. Create and distribute new project documents to Principal Investigators. Enter project information, invoice, technical and financial report due dates and other compliance reporting data into databases. Maintain data integrity and modify information according to procedure and/or project as amendments occur.
- Close-outs. Assist with the close-out process in the Grant Management and financial system, which includes ensuring all areas of financial and regulatory compliance matters have been met and proper management of office records are documented in a timely manner. Provide necessary close-out forms and reports to sponsors in conjunction with the Principal Investigators. Transfer equipment to the University; assist Principal Investigators with reassignment of equipment to another project; and assist with return of
equipment to the Sponsor. Identify if any programmatic or administrative requirements have not been met and assist analysts in ensuring their completion.

- Record management and retention. Maintain systems for record retention as required by sponsoring agencies and in accordance with university and Corporation business practices. Perform archiving of project documents for hardcopy and electronic storage in an efficient and effective manner. Provide documents to the Office of Grants and Contracts as needed or required. Update and maintain project retention database, coordinate shredding of projects with warehouse staff and shredding company. Maintain documentation for processes and procedures for record retention, shredding, and communicate procedures to sponsored programs staff.

- Audit Assistance. Assists with the preparation and collection of data for ASC annual year-end audits and CSU audits and sponsor audits. Assists with any follow-up required for corrective action plan implementation.

- Other duties serving as lead or back-up may include:
  a) Pre-pays. Provide support to monitor prepay and advance payment activity for sponsored programs and reconcile expenditures monthly (4)
  b) AR. Perform a monthly review of outstanding receivables. Follow-up with Sponsored Program Administrators on outstanding receivables, and provide a summary AR Aging report to the sponsored programs manager. Input data into the ACH spreadsheet to record pending receivables. (4)
  c) Invoicing. Assist with invoicing as needed, including preparing back up documentation.

- General operations. Serve as back-up to the front desk to help incoming clients. Develop and maintain email distribution lists. Set-up and maintain a paperless filing system for contract and grant analysts. Order and monitor office supplies.

- Other. Perform other duties as assigned.

MINIMUM QUALIFICATIONS:
- Ability to operate the following equipment: computer, printer, fax, scanner, copier, shredder, typewriter, 10-key calculator, telephone.
- Experience with general office procedures, methods and practices.
- Ability to interpret and follow policies and procedures.
- Communicate effectively both in verbal and written form.
- Learn quickly and adapt to change.
- Take direction well and work in a team environment.
- Highly organized with the ability to prioritize multiple tasks and meet tight deadlines in a high volume workload environment.
- Provide high quality customer service.

EDUCATION:
High school graduate and some college, two years general office support experience, preferably in research administration or an institution of higher education, or equivalent combination of education and experience.

PHYSICAL DEMANDS:
Prolonged sitting in front of computer. Walking, talking, hearing, pulling, bending, may carry 10-15 pounds of objects/material, not exposed to extreme noise level, use hands to finger, handle, or feel, reach with hands or arms, stoop, kneel, taste or smell.
**BENEFITS:**
Comprehensive benefits package including; health, dental, vision, life/AD&D, health care flex plan, LTD, vacation, sick leave, holiday, credit union, tuition reimbursement and retirement plan 403(b) with company matching. All benefits will be administered according to policies and/or procedures.

**APPLICATION PROCEDURE:**
To be considered an applicant; you **must** apply through our online applicant portal found on the following site:

http://asc1app.fullerton.edu/Finance/applicant/public/default.aspx

If you are a qualified individual with a disability or a disabled veteran, you have the right to request an accommodation if you are unable or limited in your ability to use or access our career center as a result of your disability. To request an accommodation, contact a Human Resources Representative at ascemployment@fullerton.edu.

*CSU Fullerton Auxiliary Services Corporation is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law.*