TITLE: OFFICE ASSISTANT, GEAR UP (TEMPORARY)
DEPARTMENT: GEAR UP, Student Affairs
HOURS: 30-40 hours per week
SALARY RANGE: $12.00 - $17.00 / PER-HOUR
FLSA STATUS: NON-EXEMPT

* Please be aware that funding for this position is awarded through a Grant/Contract over a specified period. Employment for this position beyond current Grant/Contract funding is contingent upon continued funding.

POSITION SUMMARY:
Under the Supervision of the Project Director and the Administrative Assistant, the Office Assistant will manage the daily office activities of the GEAR UP Program; provide broad support to the Director and Assistant Director; maintain GEAR UP participant and project records; and process and monitor budget and personnel transactions. This position will have access to, and exercise discretion concerning, confidential information.

ESSENTIAL FUNCTIONS:
- Perform general clerical and receptionist responsibilities including data entry, making copies, filing, and answering telephones.
- Maintain budget expenditures. File and maintain all monthly budget records in a neat and orderly manner, ensuring confidentiality and safe recordkeeping of all financial documents and monthly accounting files.
- Maintain a master calendar of appointments, events and activities for GEAR UP staff.
- Process CSUF Auxiliary Check requests, purchase orders, and related paperwork. Maintain records of purchase orders, check requests, credit card payments, and disbursements for GEAR UP.
- Assist with walk-in inquiries as needed.
- Maintain a clean office environment and help set up and organize office equipment.
- Work closely with Academic Counselors/Coordinators to assist with school site events.
- Prepare GEAR UP activities and workshops such as distribution and/or collection of pamphlets, letters, and fieldtrip slips and other GEAR UP forms.
- Process event registrations and travel arrangements for GEAR UP staff.
- Other duties as assigned.

QUALIFICATIONS:
- Two years clerical working experience or equivalent, preferably in a higher education.
- Ability to manage multiple projects and meet deadlines.
- Excellent written and oral communication skills.
- Proficiency working with computer, word processing, database and desktop publishing programs.
- Bilingual (English/Spanish) preferred.

EDUCATION:
High School diploma or equivalent.

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.
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.