



Position Title:	Administrative Assistant
Job Bulletin Number:	103291
Classification:	Administrative Support Assistant II
Department:	University Advancement
Full/Part-time:	Full-time
Employment Type:	Probationary/Permanent
Bargaining Unit:	7, CSUEU
Pay Plan:	12 month
Salary Range:	\$2,912 - \$4,592 per month. Hiring salary anticipated to be \$3,350 - \$3,750 per month commensurate with skills and experience.
Benefits:	Premium benefit package includes outstanding health, dental and vision plans; life and disability insurances; pension (CalPERS); tuition fee waiver; and 14 paid holidays per year. See our benefits website for additional information.
Pre-Employment Conditions:	Background including fingerprinting and DMV records check
Closing Date:	Open until filled. A review of applications will begin Tuesday, August 17th, 2021 and the review period may end at any time thereafter.

POSITION SUMMARY:

The Division of University Advancement manages the fundraising efforts on behalf of Cal Maritime, which includes soliciting individuals, corporations, foundations and professional associations for both operational and capital campaign needs. It also organizes and conducts special fundraising and networking events.

Under the supervision of the Director of Advancement Services, the Administrative Assistant will serve as a key support staff member for the University Advancement Development department. This position is responsible for data entry into all aspects of the constituent relations fundraising software and assisting in all projects and events as scheduled. The

incumbent requires a strong working knowledge of all aspects of the constituent relations database, in particular gift processing, gift acknowledgement, and event and alumni management systems.

HOW TO APPLY: Interested parties should submit the Cal Maritime Employment Application, a cover letter and resume. Apply on-line at <http://www.csum.edu/web/hr/careers>.

ABOUT THE CALIFORNIA STATE UNIVERSITY MARITIME ACADEMY:

Established in 1929, California State University Maritime Academy, a campus of the California State University, is the only degree-granting maritime academy on the West Coast. Located on a scenic waterfront site in Vallejo, the campus serves a student population of approximately 1100 undergraduates and 50 graduate students. The campus currently offers undergraduate degrees in Mechanical Engineering, Facilities Engineering Technology, Marine Engineering Technology, Marine Transportation, Global and Maritime Studies, and Business Administration. A master's degree in Transportation and Engineering Management is offered as well as a number of extended learning programs and courses.

MAJOR RESPONSIBILITIES:

Advancement Services

- Under the direction of the Director of Advancement Services, perform daily gift entry and produce gift tax receipts and acknowledgement letters. Track the receipting and acknowledging process to ensure that all gifts are appropriately acknowledged in a timely manner.
- Prepare deposits and documentation of activity for audit purposes.
- Performs data entry into the constituent database, included but not limited to background information on alumni and friends, donor gifts, business affiliation, student memberships, athletic affiliations, volunteer affiliations, contact reports, biographical information, corporate support information, new prospect details, etc. ...
- Create new constituent records and code appropriately.
- Identify and inform supervisor of inconsistencies in the database; edit data as needed.
- As directed by supervisor, properly record family and class year associated with memorial gifts. Includes acknowledging the gift from the donor and notifying appropriate family or class representatives.
- Performs basic research on donor prospects as requested.
- Retrieve basic reports from database; validate information.

Development Department

- Administrative support for development related CMAF board committees.
- Administrative support for CMA Alumni Association meetings and events.
- Reconcile ProCard activity in PeopleSoft.
- Prepares and processes departmental travel expense reports and charges.
- Makes travel arrangements including transportation/hotel reservations and prepares travel expense claim forms.
- Answers phones, responds to inquiries, and relays messages to staff.
- Coordinates preparation of bulk mailings and mail lists.
- Schedules, arranges, and coordinates meetings as directed.
- Monitors and orders office supplies as needed; maintains office equipment as needed.
- Participates in all staff meetings and updates the Development event/project calendar.

Events

- Entry and responsibility for event management data, including the invitation list, reservations, attendees, and track details on the event.
- Entry and responsibility for event management software applications and auction item details.
- Assist in event mailings, tracking, set-up, etc. ...
- Attends and works at designated UA sponsored events held on campus or for fundraising purposes.
- Assists, as needed, in event planning, preparation, and setup.
- Monitors special event materials inventory and supplies.
- Identify new prospects for annual auction items; add to solicitation list.

- Production of materials related to all events, including nametags, check in lists, participation affiliation, participant contact information, and collateral materials for auction management.

REQUIRED QUALIFICATIONS:

- High School diploma or equivalent.
- A minimum of three years' experience in an administrative office setting.
- Possession of a valid driver's license or the ability to obtain by date of hire.
- General working knowledge of applicable university infrastructure, policies, and procedures.
- Thorough knowledge of office methods, procedures, and practices.
- Fluency in using standard office software packages.
- Thorough knowledge of English grammar, punctuation, and spelling.
- Ability to learn, interpret independently, and apply a variety of complex policies and procedures. Able to identify deviations from applicable policies.
- Ability to apply independent judgment, discretion, and initiative to address problems and develop practical, thorough and, at times, creative solutions.
- Ability to perform standard arithmetic functions of a transactional nature, including tracking and comparing data.
- Work often involves front line contacts with a variety of campus and community individuals requiring active problem solving and effective interpersonal skills.
- Demonstrated competence in effectively presenting standard information in writing.
- Demonstrated competence in understanding, interpreting, and communicating procedures, policies, information, ideas, and instructions.
- Must be highly organized, with an emphasis on details and accuracy.
- Ability to work with Alumni & Development team as well as independently to reach departmental goals.
- Ability to recognize and maintain integrity of confidential information.
- Ability to work with, and be successful within, a complex, multi-cultural community.
- Ability to interact professionally and courteously with all university stakeholders including alumni, trustees, faculty & staff, students, community members, donors, etc.

PREFERRED QUALIFICATIONS:

- Superior knowledge of and ability to use word processing, Excel spreadsheet, email, internet and database software packages. Ability to use virtual meeting formats like Zoom and Microsoft Teams.
- Knowledge of fundraising software/Raisers Edge.
- Knowledge of special events management and the ability to support complex fundraising event activities.
- Knowledge of board management software/OnBoard is considered a plus.
- Higher education experience.
- Associate degree or higher.
- Ability to provide task specific direction to a student worker or intern as directed by the Director of Advancement Services, or any development director.

SPECIAL CONDITIONS:

PHYSICAL, MENTAL and ENVIRONMENTAL CONDITIONS: Involves mainly sitting with up to 25% of the activities involving regular standing or walking; involves lifting of medium weight objects limited to 25 pounds.

HOURS of WORK/TRAVEL: Must be able to work some evenings and weekends and overtime for special events. Some travel outside of business hours is required.

BACKGROUND CHECK: Satisfactory completion of a background check (including a criminal records check, DMV records check and fingerprinting) is required for employment. CSU will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to satisfactorily complete the background check may affect the continued employment of a current CSU employee who was conditionally offered the position.

DESIGNATED POSITION: This position is a “designated position” in the California State University’s Conflict of Interest Code. The successful candidate accepting this position is required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.

ELIGIBILITY TO WORK: Applicants must provide proof of U.S. citizenship or authorization to work in the United States within three days of the date of hire.

TITLE IX: Please view the Notice of Non-Discrimination on the Basis of Gender or Sex and Contact Information for Title IX Coordinator at: <https://www2.calstate.edu/titleix>

EEO STATEMENT: Cal Maritime is an Equal Opportunity, Affirmative Action Employer. The university subscribes to all state and federal regulations and prohibits discrimination based on race, color, religion, national origin, sex, gender identity/gender expression, sexual orientation, marital status, pregnancy, age, disability, genetic information, medical condition, covered veteran status, or any other protected status. Reasonable Accommodations will be provided to applicants with qualifying disabilities who self-disclose by contacting the Benefits Coordinator at (707) 654-1146.