HSU Sponsored Programs Foundation
Job Announcement
This is not a state position

Job Title: Front Office Assistant

Wage: $16.00-$19.50; Full-Time, Non-Exempt, 12-month position. Job offers a competitive benefits package including group health, dental, and vision.

Project Name: General Operations, G05504

Anticipated Start Date: April 2020

Supervisor: SPF Office Manager

Under the direction of the SPF Office Manager, this position acts as the Front Office Assistant/Receptionist for the Humboldt State University Sponsored Programs Foundation. They are responsible for tasks related to the day to day operations, and work independently with moderate supervision. This is not a state position.

Essential functions of the job:

- First point of contact at front desk to assist faculty, staff, and students; answer main phone line and direct calls as needed; open the office by 8:00am & close at 5:00pm, Monday-Friday.
- Process incoming and outgoing campus mail; maintain SPF central office email (HSUF); check post office box on an intermittent basis (2-3 times per week);
- Follow up on pre-screened invoices & check requests in coordination with Accounts Payable (NOLIJ);
- Process incoming appointment documents & hiring packets for SPF employees; follow up with Human Resources in obtaining required paperwork (NOLIJ);
- Process background checks on applicants as needed (Accurate);
- General data entry including logging new awards in PeopleSoft; maintaining filing systems in the office;
- Review and distribute documents and correspondence for appropriate signatures;
- Coordinate daily/weekly projects with student assistants to maintain steady workflow;
- Assist front office staff on special projects, communications to Principal Investigators, and routine email notifications such as the payroll issues list, Closeout reminder emails, etc.
- Assist in preparation of Board of Directors agenda packets; coordinate meetings and room reservations for meetings;
- Maintain main office calendars and schedule appointments as needed for all staff;
- Work with Accounts Payable, Payroll, Human Resources, Financial Services, Cashiers, Department Offices, Funding Agencies (Internal & External) on requests for information;
- Photocopying, scanning and faxing documents; creating binders and packets for SPF staff as needed;
- Assist with travel arrangements for Executive Director as well as faculty/staff members traveling on behalf of the Office of Research or HSU SPF;
- Assist with preparing/reviewing travel claims submitted by ORSP/SPF staff;
- Assist with preparing check requests/AP reimbursements submitted by ORSP/SPF staff;
- Assist with issuing Awarded & Non-Funded letters through the Pre-Award Database;
- Coordinate & attend bi-weekly Staff Meetings, monthly HR/Payroll/Accounting Meetings, and other ad hoc departmental meetings as needed;
- All other duties assigned.

Minimum Qualifications: Education Associates Degree from an accredited college or University; Bachelor’s degree preferred. Must be able to work M-F 8am to 5pm.
**Knowledge, Ability & Skills:** Knowledge of relevant software applications (PeopleSoft, NOLIJ, Access & OBI); knowledge of office management systems and procedures; excels in organizational and planning skills; prioritize tasks, attention to detail and accuracy, adaptable to changing work environment, good communication, customer focused and problem-solving skills.

**Application Instructions:** To apply submit the following materials to kacie.flynn@humboldt.edu.

1) Resume
2) Cover letter
3) Three professional references
4) Along with the HSU SPF Employee Information Form for Applicants

If you have any questions regarding this position contact 707-826-5159 or email kacie.flynn@humboldt.edu.

**Initial Application review date:** April 8, 2020; position open until filled.

Humboldt State University Sponsored Programs Foundation is an Equal Opportunity /Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other legally protected status. More information about HSU SPF’s Equal Employment Opportunity hiring can be found here.

For assistance with the application process, please submit an Accommodation Request Form, which can be found here or call (707) 826-5159.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered this position within HSU SPF. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current HSU SPF employees who apply for this position.