



March 3, 2010

**POSITION ANNOUNCEMENT**

JOB 614

**POSITION TITLE: Student Assistant – Administration**  
**DEPARTMENT: Sponsored Programs**  
**HOURS: Part-Time; Hours Vary (to be arranged)**

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**Position Summary:**

To provide office support to Sponsored Programs staff

**Essential Functions:**

1. Assist with Month End Closing
  - a. Run and Distribute monthly the Account Listing by Project Director to SPO staff
  - b. Prepare Coordinators labels for Account Directors Reports
  - c. Monthly prepare 30, 60, 90 day account ending documents for SPO staff review
  - d. Group, label and mail the monthly Account Directors Reports
  - e. Monthly copy and collate payroll registers to mail with Account Directors Reports
  - f. Prepare, log, file and follow-up monthly the 30, 60, 90 day notices to Project Directors
  - g. Log and follow-up on Request for Technical Reports
2. Quarterly Reports
  - a. Run colleges and departments reports
  - b. Pull out do not send projects
  - c. Group, label and mail quarterly reports
3. Assist with Closing Grants
  - a. Prepare and log closing grants
  - b. Run Detail Trial Balances
  - c. Check and follow up encumbrances
  - d. Check for Faculty Release Time and Additional Pay
  - e. Prepare and Log Effort Reports if needed
  - f. Prepare and Log Ended Project Completion notices
4. Project Account Set-up
  - a. Establish account information in the Bi-tech Accounting system
  - b. Prepare journal entries for additional funding, new accounts and cash match
  - c. Process Budget Change Requests
  - d. Prepare P.I. Orientation Packages
  - e. Set-up New Project Files

5. Office Support
  - a. Maintain files for specific projects
  - b. Answer telephone and e-mail inquiries
  - c. Provide assistance and coordination with audit schedules
  - d. Prepare and box fiscal year closing projects to basement
  - e. Maintain and file SBDC back up documentation
  - f. File on timely basis all accounting related documents
  - g. Log Cash Analysis for NSF, NIH and DOE
  - h. Ensure all project files are in order
  - i. Place vendor orders
  - j. Prepare Personnel Transaction Reports and Employee's Account Changes
  - k. Maintain shared folder database
  - l. Follow-up on Effort Reports for specified projects
  - m. Copy, file and maintain Additional Pay and Faculty Release Time documentation
  - n. Batch proof Additional Pay and Faculty Release Time
  - o. Follow up with completion notices
  - p. Maintain inventory of office supplies
  - q. Special Projects as they arise
  - r. Other duties as assigned

### **Supervision Received:**

Primary supervisor is the Director of Sponsored Programs  
Daily work-flow to be assigned and monitored by:

1. Sponsored Programs Accountant
2. Sponsored Programs Coordinators

### **Accountability:**

Student will be evaluated on:

1. Ability to perform essential function of position in a timely manner
2. Number of re-occurring errors/omissions in the daily/weekly/monthly processing of documents/procedures associated with position
3. Cooperation extended to Foundation staff, University faculty and staff and all other external and internal contacts

### **Minimum Qualifications:**

1. Current CSUF student
2. Some Accounting Course work
3. Prefer Accounting or Finance as major

### **Requirements:**

1. Excellent oral and written communication skills
2. Basic Computer skills
3. Ability to use 10 Key

Ability to understand and follow directions

CSU Fullerton Auxiliary Services Corporation (ASC)  
Human Resources Department  
2600 E. Nutwood Ave., Suite 275  
Fullerton, CA 92831  
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**APPLICATION DEADLINE: Open until filled**

**ASC reserves the right to discontinue or modify any benefit offered.**

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