**Regional Training Assistant** for the Bay Area Academy. Full-time, benefited position for the California State University, Fresno Foundation. This position is on site in the 12 Bay Area counties.

**SUMMARY:** The Training Assistant is the lead administrative coordinator for Regional and Contra Costa County contracts with the Bay Area Academy and will also serve as a back-up for the great Bay Area. The Bay Area Academy is a program of the California State University, Fresno Foundation that provides classroom training to child welfare social workers, supervisors and managers in 12 Bay Area counties. This position is responsible for logistics pre-training and on the day of training, such as creating flyers, making handouts, classroom set-up, setting up and troubleshooting audiovisual equipment, introducing trainers and interacting with trainers and training participants. This position is also responsible for gathering and tracking data, scheduling and documenting meetings, ordering supplies and providing general administrative support functions to Academy and County staff.

**ESSENTIAL JOB FUNCTIONS:**
- Training Support: Provide on-site coordination and coverage
- Training Environment: Liaison with trainers to discuss ANY needs, classroom set-up, handout format
- Office Administration: Creation of spreadsheets, filing systems, word processing, and registration to include: copy coordination, distribution, collection; receipt of sign in sheets and participant satisfaction surveys, note taking as needed at meetings and data entry
- Report development: Preparation of monthly updates of service deliverables, create training and CEU tracking systems
- Other duties as assigned

**POSITION REQUIREMENTS:**
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Associate’s degree (A.A.) or equivalent from a two-year college or university; or six months to one year related experience and/or training; or equivalent combination of education and experience
- Experience in program coordination and management
- Valid CA driver's license, reliable vehicle and insurance required, as extensive travel is required
- Social Services experience desirable
- Demonstrated organizational and multi-tasking skills
- Ability to communicate in a friendly and professional manner with all Academy and County staff
- Ability to work independently with minimal supervision
- Ability to collaborate, develop and follow through on an agreed upon work plan
- Demonstrated professional writing and speaking skills
- Fluency in computer skills, including spreadsheets and word-processing including knowledge of Microsoft Word, Excel, PowerPoint, Access, Adobe Acrobat
- Ability to edit and synthesize material from other staff
- Experience in maintaining confidentiality as appropriate when dealing with staff training issues

**COMPENSATION:** $3,100-$3,300/month, DOE. Benefits include vacation, sick, holiday pay, health, dental, vision and 401(k).

**DEADLINE:** Final day to apply is September 12, 2014.

**TO APPLY:** Please visit the Human Resources page at [www.auxiliary.com](http://www.auxiliary.com) for job announcement and application. Applications may be mailed, emailed, faxed or delivered in person to:

California State University, Fresno  
Auxiliary Human Resources  
2771 E. Shaw Ave. (there is no suite number)  
Fresno, CA 93710  
Fax: (559) 278-0988  
E-mail completed application & resume to: [HRAUX@LISTSERV.csufresno.edu](mailto:HRAUX@LISTSERV.csufresno.edu)

**Resumes Will Not Be Accepted Without a Completed Application**

Employment for this position is by the California State University, Fresno Foundation. This is not a State of California position.  
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