

Position Opening

POSITION: Recruitment Coordinator/Advisor

STATUS: Part-time / Non-benefitted / Hourly / Non-exempt

COMPENSATION: \$28.00-\$31.00 per hour

DEPARTMENT: Center for Bilingual/Multicultural Studies

LOCATION: BRILLA Project, Tehama Hall 208

RECRUITMENT ID: 148

RESIDENCY: Candidate must be a California resident. Chico State Enterprises is not a sponsoring agency for staff and management positions (i.e. H-1B Visas).

ESSENTIAL JOB FUNCTIONS: This position is with the Center for Bilingual/Multicultural Studies within the California State University, School of Education. It is funded by a grant program administered through Chico State Enterprises. Therefore, the project employees are employees for Chico State Enterprises.

Under the supervision of the Director of the Center for Bilingual/Multicultural Studies, this position is responsible for the recruitment of pre-baccalaureate and baccalaureate program students from local and regional high schools, community colleges and residential colleges into the Multiple Subject and Single Subject Credential with Bilingual Authorization program at California State University, Chico.

The individual will: (1) perform complex support services as they applies to the goals and objectives of the project; (2) maintain, gather, and analyze information for various purposes including tracking, monitoring, and coordinating student recruitment activities; (3) participate in travel for outreach and recruiting events; (4) manage outreach presentations and relevant communication methods; (5) collaborate with on- and off-campus entities to build brand recognition to fulfill outreach requirements for an equitable and diverse teacher preparation program; (6) and maintain social media, website management and design for the purposes of student recruitment.

Examples of duties include recruitment of project participants through collaboration with on- and off-campus agencies; participation with on-campus, community college, regional and school district recruitment fairs to conduct outreach to eligible participants; communicate with various program advisors; manage general clerical functions that support project recruiting; and initiating and maintaining a variety of physical and electronic files and records, including the creation of spreadsheets and/or databases related to student recruitment activities. The successful candidate must have a positive social presence and be able to effectively interact with prospective and active project participants, as well as a variety of on- and off-campus, partner school district personnel and community constituents.

EMPLOYMENT STANDARDS: Ability to analyze complex situations accurately and adopt effective courses of action; advise prospective students individually and in groups on program activities, prerequisites and requirements; determine appropriate courses of action and proper techniques to utilize while engaged with individuals in personal interactions; carry out a variety of professionally complex assignments independently without detailed instructions; and establish and maintain cooperative working relationships with a variety of individuals.

Position requires a minimum of 1 semester working in a position with duties in either advising or outreach in the University environment. Excellent written and verbal communication skills in both English and Spanish are required. Knowledge of and experience with Dual Immersion programs is preferred.

COMPLIANCE REQUIREMENTS:

- Candidate must be in possession of valid driver's license and automobile liability insurance. Participation in the DMV Employer Pull Notice Program (driving record) is required. The candidate will be required to update their insurance with Chico State Enterprises Human Resources when necessary.
- Satisfactory completion of a background check (including a criminal records check) is required for employment. Chico State Enterprises 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 Chico State Enterprises employee who was conditionally offered the position.

BENEFITS:

- Vacation accrual up to 5 days per week.

HOW TO APPLY:

To be considered, submit the following documents by **May 22nd 2024**. Documents submitted after this date may not be considered.

- Resume
- Chico State Enterprises Application
- Cover Letter

BY DROP BOX: <https://csuchico.app.box.com/f/c04aac158f5343e08b49aef8aba26382>

BY EMAIL: csejobs@csuchico.edu

Paper applications will not be accepted; however, Chico State Enterprises is an Equal Opportunity Employer and is happy to provide reasonable accommodations to applicants at any step of the application process. If you need assistance in this regard, or are having technical difficulties, please contact the Human Resources office at 530-898-6811 or csejobs@csuchico.edu prior to 5:00 pm on the document deadline date. The employer is Chico State Enterprises, a non-profit corporation serving as an auxiliary organization of California State University, Chico. Employment is considered to be at-will.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER:

Chico State Enterprises is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, religion, color ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, National origin, sex, sexual orientation, covered veteran status, or any other protected status. It is the Enterprises' policy to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees must provide proof of identity and authorization to work.