

Position Opening

POSITION: GIS Assistant II (Current CSE Employees Only)

STATUS: Part-Time / Non-Benefited / Hourly / Non-Exempt

COMPENSATION: \$18.50 - \$20.46 per hour

DEPARTMENT: North State Planning and Development Collective

LOCATION: Remote

RECRUITMENT ID: 149

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: Working closely with the GIS Analyst and under the general supervision of the Project Manager, the incumbent works on various geospatial projects. Examples of duties include support of GIS development, data input and maintenance for the Center; assisting on a multitude of GIS projects; Assisting with collecting and processing GPS data; Assisting project managers in scanning, data entry, and data analysis and metadata development and update; Assisting with basic cartographic output.

EMPLOYMENT STANDARDS: Enrollment in or completion of a Certificate or Degree program in GIS. Requires a minimum of six months experience working in a GIS position or related fieldwork on GIS projects. Required knowledge, skills and abilities include:

- Experience with ESRI products and other enabling technologies;
- Good understanding of relational databases;
- Familiarity with GPS technology and equipment;
- Good organizational skills;
- Ability to prioritize tasks;
- Ability to adjust to change in a fast paced, constantly changing environment (i.e. work environment, technology);
- Work within deadlines;
- Ability to function cooperatively and productively as a member of a unit;
- Ability to establish and maintain effective working relationships with GIS staff;
- Ability to follow directions and a willingness to learn;
- Communicate effectively verbally and in writing.
- The incumbent must be a self-learner who can solve problems, and work independently with minimal supervision.
- Must be a current Chico State Enterprises Employee to apply.

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:

Sick leave up to 5 days (40 hours)

HOW TO APPLY:

To be considered, submit the following documents by **May 29, 2024**. Documents submitted after this date may not be considered.

- Resume

BY DROP BOX: <https://csuchico.app.box.com/f/c00f2194a6684219a7c2d499611475b0>

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.