

Position Opening

POSITION: Project Manager I (Current CSE Employees Only)

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

COMPENSATION: \$25.49-\$30.90 per hour

DEPARTMENT: North State Planning and Development Collective

LOCATION: Remote

RECRUITMENT ID: 150

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: The Project Manager It works under the supervision of senior Project Manager staff and may assist with supervision of other staff. This position provides a critical support role for the financial and contracting aspects of assigned projects, as well as tracking and coordination of key project deliverables and milestones.

This position will interact with staff internal to the organization as well as external clients, stakeholders and partners. The incumbent must have strong communication and technical writing skills and must be self-directed. The incumbent shall gain understanding of their projects by reviewing relevant technical documents, contracts, proposals, and funding opportunities. Daily job duties include the invoice management, financial and other data analysis, interpretation of contract requirements, research, cross-agency communication, and team coordination.

EMPLOYMENT STANDARDS:

Qualifications:

- Bachelor's degree with preferred experience in geographical information systems, or administration.
- Experience with contracts, contract terminology and invoicing processes;
- Experience identifying and handling confidential information;
- Experience preparing and delivering effective written and oral reports;
- Organizational skills and the ability to prioritize tasks;
- Ability to manage workplans, timelines and budgets;
- Ability to communicate professionally and effectively with multiple stakeholders;
- Ability to work both independently and cooperatively as a supporting or a leading member of a team;

Physical and Mental Requirements:

- Organizational skills and the ability to prioritize tasks;
- Ability to adjust to change in a fast paced, constantly changing environment (i.e. work environment, technology) and work within deadlines;
- Ability to work independently under general direction and function cooperatively and productively as a member of a unit.

BENEFITS:

Benefits for employees working 30 hours or more per week include employer paid life insurance (\$50,000) and long-term disability; options for health, dental, and vision insurance; FSA; 15 paid holidays including 1 personal holiday; vacation accrual (initially 10 days/year); sick leave (up to 12 days/year); employer contributions to your 403(b) retirement plan (up to 8%).

HOW TO APPLY:

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

- Resume
- Chico State Enterprises Application

BY DROP BOX: <https://csuchico.app.box.com/f/16684e527c564b848848e35026ca1183>

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.