

Position Opening

POSITION: CED Assistant II (Current CSE Employees Only)

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

COMPENSATION: \$18.50 - \$20.46 per hour

DEPARTMENT: North State Planning and Development Collective

LOCATION: Remote

RECRUITMENT ID: 151

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 Analyst, the Assistant II will contribute to work on various socio-economic research projects and provide support to technical assistance programs. Examples of duties include the collection and analysis of primary survey data; ability to identify, collect and analyze public data sources as they relate to projects; fulfilling technical assistance requests through the creation of written data summaries and visual analytics; outreach to businesses; and conducting business market research. The Assistant II will work with the Assistant III to identify and collaborate with external partners to implement technical assistance programs. The Assistant II will also assist with other Center projects as determined by project needs and available funding streams. The Assistant II should demonstrate consistent attention to detail and initiative in directing their own work progress, as well as the capability to aid the Analyst in the training of student researchers in applicable workflow processes. The incumbent must be a self-learner who can solve problems, and work independently with minimal supervision.

EMPLOYMENT STANDARDS: A Bachelor's degree in an applicable field (Social Sciences, Business, Economics, or other quantitative fields) OR an Associate's degree in the above fields with some relevant professional experience preferred.

Required knowledge, skills, and abilities include:

- A solid understanding of the issues and ethics involved in socio-economic research;
- Excellent quantitative data analysis and written/verbal communication skills;
- Familiarity with social media platforms such as Facebook, Instagram, etc.;
- The ability to learn and apply new skills quickly;
- The ability to evaluate work in a collaborative, deadline-driven environment;
- Excellent organizational skills; competency in Microsoft Excel;
- The ability to delegate and communicate task instructions to other staff members.

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/e200cc809498416bb6007abaf6523856>

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.