



**CSU, Chico
Research
Foundation**

GEOP
00425

POSITION OPENING

California State University, Chico
Chico, California 95929-0246
t: (530) 898-6811 f: (530) 898-6021
www.csuchico.edu/rfdn

POSITION: SAP Basis Specialist (full-time, full-year positions)

LOCATION: This is a project-funded position in the **College of Business (COB) SAP University Competence Center.**

ESSENTIAL JOB FUNCTIONS: The incumbent will work under direct supervision of the College of Business IT Manager and may be required to supervise several students. Duties include: SAP Basis support, SAP system troubleshooting, SAP software installation, SAP user administration, monitor and performance tune SAP instances and the database, assist faculty with SAP technical issues, support SAP UCC activities, and provide SAP technical help desk support and UA portal support.

The incumbent will work in a dynamic environment, interfacing with a diverse collection of people and teams representing technology, academics, and administration both internal and external. Specifically, the incumbent will work with other COB SAP UCC staff, faculty, and student assistants in support of the SAP hosting center activities and projects.

EMPLOYMENT STANDARDS: Requires the equivalent of a bachelor's degree in business information systems or computer science **and** two years of full-time professional experience working with SAP in a system administration role. Requires experience in a SAP Academic hosting environment (SAP UCC). Requires *the demonstrated ability to:* use consultative skills to assess user needs and provide appropriate technical support for SAP UCC projects and activities (software installation and support, equipment installation and support, SAP troubleshooting, SAP UA technical help desk support). Requires strong communication and collaboration skills; verbal, written, and interpersonal (over the phone and in person). Requires *working knowledge of:* system utilities; installation and maintenance procedures; data and file structures; database systems and related utilities; and Linux operating systems. Requirements include *the ability to:* adjust to constant change (i.e. work environment, technology); read and write at a level appropriate to the duties of the position; manage and organize multiple tasks and projects; correctly interpret written information and instructions; establish and maintain effective, professional working relationships with a diverse population of faculty, staff, students, and others; and function cooperatively and productively as a member of a team. **The incumbent will be expected to be dedicated to continuous learning and skill upgrading through college classes, certification courses, or other training.**

COMPENSATION: Salary: \$25.00-\$30.00/hour DOE plus benefits. Benefits include employer contributions to a flexible spending account (i.e., a Section 125 cafeteria plan) from which elections may be made for health, vision, dental insurance; employer contributions to a 403(b) retirement plan (beginning year 2); employer paid life and disability insurance; vacation, sick leave and holidays.

The employer is the CSU, Chico Research Foundation, a non-profit corporation serving as an auxiliary organization of California State University, Chico. Employment is considered to be at-will.

APPLICATIONS: Applicants must submit a completed CSU, Chico Research Foundation application, cover letter, current resume and three professional references with contact information. Application materials and job announcement can be obtained by contacting:

BY MAIL:
CSU, Chico Research Foundation
CSU, Chico, Building 25
Chico, Ca. 95929-0246

OR CALL: (530) 898-6811
OR VISIT OUR WEBSITE:
<http://www.csuchico.edu/rfdn/>

IN PERSON:
CSU, Chico Research Foundation
25 Main Street, 2nd Floor suite 203
Chico, Ca.

DEADLINE: Applicants must submit a completed CSU, Chico Research Foundation application materials to one of the above addresses by **5:00 pm, Friday, January 29, 2010**. Applications received after this date will not be accepted for any reason. It is the applicant's responsibility to allow adequate mail and delivery time. Available: This is an annual appointment based on funding of the SAP UCC program.

DISCLOSURE OF CAMPUS CRIME STATISTICS

An annual security report disclosing crime statistics for California State University, Chico can be obtained by contacting the Chico State University Police Department (530) 898-5372 or by accessing the following Website: <http://www.csuchico.edu/up>.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of a non-job-related medical condition or disabilities. It is the Research Foundation's 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. Prospective applicants with a disability may request and receive reasonable accommodation during the application and selection process.