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**POSITION: OFFICE MANAGER (FT)**

**LOCATION:** Educational Talent Search (ETS). This position is funded by a grant from the U.S. Department of Education through the CSU, Chico Research Foundation. This position is currently funded through August 31, 2011 with likely continuation beyond that date.

**ESSENTIAL JOB FUNCTIONS:** Under the supervision of the director, performs a variety of administrative, budget-related, and event-planning functions. Interacts with a variety of offices and individuals on and off campus including students, parents, school contacts, businesses and public agencies. Assignments include planning and organizing administrative and clerical work requiring knowledge of ETS program goals and objectives, policies, procedures and precedents; assisting director with management, reconciling, balancing, and tracking of budgets; overseeing the accuracy and maintenance of program databases; coordinating clerical support for professional staff; receiving and screening mail; making arrangements for meetings, workshops, and conferences; preparing agenda items for meetings and follow up on action items; attending and taking minutes at staff meetings; preparing correspondence and other documents from rough draft to final form utilizing MS Office, BLUMEN, and FileMaker Pro; reviewing hiring timelines for staff and job announcements; setting up interviews; coordinating fingerprinting process, obtaining driving forms; scheduling defensive driver training classes; initiating forms for personnel transactions; providing ETS orientation to new and continuing staff; establishing and maintaining e-mail, computer accounts and campus directory information; maintaining confidential files and information; processing timesheets; proofreading for proper format accuracy, completeness, and proper routing of all copies; making travel arrangements and processing travel requests; requisitioning materials and supplies; assisting director with management of budgets; supervising student assistants; coordinating with webmaster to ensure accurate and timely updates of ETS website.

**EMPLOYMENT STANDARDS:** Requires 3 years of progressively responsible office assistance experience including lead or supervisory responsibilities and working knowledge of budget policies and procedures as well as the ability to perform standard business math. Prior work experience must demonstrate the ability to perform the required duties described above. Knowledge and abilities must include strong attention to detail; thorough knowledge of general office policies and procedures; supervisory experience; thorough knowledge of English grammar, punctuation, and spelling; ability to independently plan for and handle multiple work priorities with frequent interruptions; ability to apply independently a wide variety of policies and procedures where specific guidelines may not exist; ability to draft and compose correspondence and standard to complex reports; ability to handle effectively a broad range of interpersonal contacts; ability to effectively supervise staff. Must possess strong verbal communication skills needed for scheduling workshops and meetings. Additional requirements include excellent judgment, initiative, and independence regarding office protocol and in performing all duties. Requires the ability to form and maintain cooperative working relationships with a diverse population; and, function cooperatively and productively as a member of a unit. A working knowledge of FileMaker Pro, BLUMEN, Microsoft Office programs and basic desktop publishing is preferred. Previous experience working in a Federal TRIO Program or other educational equity program is preferred

**COMPENSATION:** Starts at \$16.20/hour plus full benefits. Benefits include employer contributions to a FLEX plan (i.e., a Section 125 cafeteria plan) from which elections may be made for health, dental and vision insurance among other options; employer contributions to a 403(b) retirement plan (beginning year 2); employer-paid life and disability insurance; and 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 at least three references. 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, 2<sup>nd</sup> Floor suite 203  
Chico, Ca.

**DEADLINE:** Applicants must submit the completed CSU, Chico Research Foundation application materials described above to one of the above addresses by **5:00 pm, Friday, November 20, 2009**. 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.

**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>

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**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.