POSITION: Project Assistant/Recruiter
(35 hours/week, 12-month for 2016-2017; 30 hours/week, 12-month for 2017-2019)
Hourly / Non-Exempt

LOCATION: This is a grant-funded position funded in part by the Northeastern California Preparation and Retention of Indian Educators (NorCAL PRIE II) grant and administered through the CSU, Chico Research Foundation.

ESSENTIAL JOB FUNCTIONS: Under the direction of the project directors and CME Grants Coordinator, this position is responsible for recruitment and project advising to determine eligibility of PRIE II participants and providing a wide range of administrative/clerical project support for the various grants. Examples of duties include:

Recruitment: Recruitment of participants through collaboration with on campus and off campus agencies; participation at campus, community college, regional and school district career fairs to recruit eligible PRIE II participants; performing a variety of administrative and clerical functions that support project recruiting, advising and professional development activities as well as tracking and reporting of project participants.

Administrative/Clerical: Letter and email correspondence; handling and/or directing incoming phone calls; copying and mail distribution; data entry, monitoring and retrieval; assisting with the preparation of reports; requisitioning materials and supplies and initiating all purchase and reimbursement documents as well as reconciling bills; assist with overseeing the appropriate budgets; make travel arrangements; initiate and maintain a variety of physical and electronic files and records, including the creation of spreadsheets and/or databases of project participants and activities.

EMPLOYMENT STANDARDS: Requires the equivalent of three (3) years working full-time of progressively responsible professional experience performing duties similar to those stated above and involving customer service in an office environment. The successful candidate must possess: the ability to effectively communicate with Tribal communities, the ability to quickly obtain a working knowledge of the various grant-funded programs and School of Education Teacher Preparation Programs including policies and procedures as well as acquiring a general knowledge of the unique history Native people have with education systems, the CSU, Chico campus community, tribal partners, and the ability to motivate and help create success for NorCAL PRIE II candidates; the ability to reason logically and draw valid conclusions; utilize flexibility in responding to different ideas and points of view and make decisions when necessary; the ability to set priorities and deadlines to ensure projects are completed; the ability to handle confidential and sensitive information and work with and show sensitivity to the needs of students of varied ethnic and cultural backgrounds. The successful candidate must have an outgoing personality and be able to work as part of a team in addition to being a self-learner who can solve problems and work independently. Additional requirements include: excellent judgment, initiative and independence regarding office protocol and in performing all duties; ability to communicate effectively in writing and verbally; ability to quickly learn computer software which includes CDD.net, CMS Peoplesoft, and/or other learning or reporting software programs. Requires proficient computer and word processing skills utilizing MS Word, PowerPoint, Excel, Outlook and familiarity with database software required. Thorough knowledge of standard office equipment is also required. May occasionally be asked to work after-hours and at weekend advising events. Prior experience with grant-funded programs and educational institutions is desired. Experience working with tribal communities is preferred.

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
The CSU, Chico Research Foundation 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 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.
COMPENSATION: Starting pay: $17.00-$18.00/hr. DOE. Benefits include options for health, vision and/or dental insurance; 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 three professional references. Incomplete application packets will not be accepted. Open Until Filled. Application deadline is November 30, 2016. Applications can be submitted:

BY MAIL: CSU, Chico Research Foundation
CSU, Chico, Building 25
Chico, CA 95928-5388

IN PERSON: CSU, Chico Research Foundation
25 Main Street, 2nd Floor suite 206
Chico, CA

BY EMAIL: rhrjobs@csuchico.edu

BY FAX: (530) 898-3391

For questions, please contact the Research Foundation Human Resources office:

BY PHONE: (530) 898-6811 or VISIT OUR WEBSITE: http://www.csuchico.edu/rfdn/

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