POSITION: Paraprofessional Academic Advisor – Multiple Positions

SCHEDULE: Part-Time (10-20 hours/week), Temporary (10 months), Non-Exempt

LOCATION: Engineering Success Center (ESC)

ESSENTIAL JOB FUNCTIONS: The main goals of the project are to recruit and retain first and second students in the math based fields of study within the College of Engineering, Computer Science, and Construction Management. Working under the direction of the MEP (MESA Engineering Program) Director and Associate Director, the Paraprofessionals will assist with retention activities for the piloted project. Duties include providing individualized guidance and support to targeted ECC students; assisting in the orientation of incoming students; assisting with: academic advising, study skill development, and career counseling. Other responsibilities include tracking student progress, and other duties as assigned.

EMPLOYMENT STANDARDS: Experience working with university level students; skill in effectively planning, scheduling, and coordinating programs and activities; ability to compile and prepare written reports; excellent written and oral communication skills; ability to function cooperatively and productively as a member of a unit. Preferred: Graduate level education or senior class level standing.

COMPENSATION: $12 - $15 per hour DOE. 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, and current resume. Incomplete application packets will not be accepted. Open until filled. Application review begins August 10, 2016. Applications can be submitted:

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

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

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.