POSITION: Fiscal Personnel Assistant

SCHEDULE: Full-Time, Benefited, Hourly, Non-Exempt

LOCATION: Chico STEM Connections Collaborative (CSC2)

ESSENTIAL JOB FUNCTIONS: The main goals of this program are to support Hispanic Low Income (HLI) students matriculate through the fields of science, technology, engineering and mathematics (STEM). Working under the direction of the Director, the Mentor Coordinator manages the day-to-day activities of the STEMCAT mentoring program. Duties include managing files, answering phone calls, setting up appointments, organizing and coordinating meetings, managing student payroll, and managing data.

Some tasks Include:

- Photocopying, scanning and filing
- Checking and entering data
- Managing risk management field trip data
- Student Payroll
- Assist with the tracking and evaluation performance measures of the random control trial study used for the program
- Answering phone calls and managing correspondence
- Assist with budgeting
- Office Organization

EMPLOYMENT STANDARDS: Graduation from high school with field strong typing and knowledge of relevant software applications including Microsoft office. Demonstrated ability to plan, schedule, and organize office activities. Experience working in a multi-ethnic environment; prior experience as an office manager is a plus. Ability to pass a pre-employment background check including Live Scan fingerprinting.

COMPENSATION: $13.80 - $15.40 per hour DOE + benefits. Pay commensurate with experience. 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 review begins October 21, 2016.

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

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

BY EMAIL: rfhrjobs@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/

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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