POSITION: Project Coordinator – Full-Time / Benefited

LOCATION: College of Natural Sciences – Chico STEM Connections Collaborative (CSC2)

ESSENTIAL JOB FUNCTIONS: The main goals of this program are to support Hispanic Low Income (HLI) and first-generation students matriculate through the fields of science, technology, engineering and mathematics (STEM). Working under the direction of the Director, the Project Coordinator helps manage the day-to-day retention activities of the CSC2 program within the Colleges of Natural Sciences, and work closely with coordinators from the Colleges of Agriculture and Engineering, Computer Science, and Construction Management. Duties include providing individualized intensive guidance and motivational support to CSC2 students; orientation of incoming students; academic advising; tutorial coordination; aid with study skills enhancement beyond tutoring; personal counseling; and assistance with career counseling. Other responsibilities include professional development, targeting research and summer internship experiences for students in the program, and possible travel for outreach to community college partners.

EMPLOYMENT STANDARDS: Graduation from a four-year college or university (by the starting date) in natural sciences or other STEM, behavioral sciences, public or business administration, or discipline with job-related field experience. Two years of professional experience in one of the student services program areas, or in a related field is preferred. A Master’s degree in a job-related field may be substituted for one year of professional experience. Demonstrated ability to plan, schedule, and coordinate activities; compile and prepare written reports. Experience working in a multi-ethnic environment; prior experience in advising (personal, career, and academic counseling), and recruiting are preferred.

COMPENSATION: $19.71 - $22.83 per hour 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 review begins November 23, 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: rfhjobs@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/