POSITION: Project Coordinator – College of Agriculture

SCHEDULE: Full-Time, 10/12 (10 months per year), Benefited

ESSENTIAL JOB FUNCTIONS: The main goal of this program is to support Hispanic Low Income and first-generation students as they matriculate through the fields of science, technology, engineering and mathematics (STEM) in the College of Agriculture. Working under the direction of the Hispanic Serving Institution/STEM Director and in collaboration with the College of Agriculture (COA) Program Coordinator and the COA Student Service Professional (SSP) II, the Project Coordinator helps manage the day-to-day COA retention activities of the Chico STEM Collaborative Connections (CSC2) program under the Colleges of: Agriculture; Engineering, Computer Science, and Construction Management; and Natural Sciences. 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.

EMPLOYMENT STANDARDS: Graduation from a four-year college or university (by the starting date) in agriculture or other STEM, behavioral sciences, public or business administration, or other job-related field of study. Course work in agriculture, two years of professional experience in student services, and other job-related experience are preferred. A Master’s degree in a job-related field may be substituted for 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. Ability to pass a pre-employment background check including Live Scan fingerprinting.

COMPENSATION: $19.71- $22.83 per hour/ $33,901 - $39,259 per year 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 December 15, 2016.
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.

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.