POSITION: Project Coordinator Engineering

SCHEDULE: Full-Time, Benefited

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 Project Coordinator helps manage the day-to-day retention activities of the 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 one of the behavioral sciences, public or business administration, or a job-related field with course work in engineering, computer science, and equivalent to two year of professional experience in one of the student services program areas, or in a related field. 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 multicultural 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/ $41,000-$47,476 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 October 21, 2016.

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

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

BY EMAIL: rhrjobs@csuchico.edu

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.