POSITION: Student Recruiter/Advisor (30 hours per week, 11-month position assured through June 30, 2017; 2017-2018 To Be Determined)

LOCATION: This position is with The Collaborative Professional Development in Rural California Schools (CPD) Project within the CSU, Chico School of Education and the Center for Bilingual/Multicultural Studies. This is a federally funded grant program through the U.S. Department of Education and is administered through the CSU, Chico Research Foundation (Research Foundation). CPD project employees are employees of the Research Foundation.

ESSENTIAL JOB FUNCTIONS: Under the direction of the CPD Project Co-Directors and working in concert with the CME Grants Coordinator and the CME Office of Outreach, Research and Grant’s Office staff, this position is responsible for recruitment and pre-program advising for CPD pre-service project participants, assistance with recruitment and tracking of project in-service teachers and paraprofessionals, as well as general office functions to support project recruitment and data collection activities and recordkeeping relative to goals and objectives. The individual will: perform moderately complex professional student service work as it applies to the goals and objectives of the CPD project; will maintain, gather, and analyze CPD participant (including pre-service, in-service teachers and paraprofessionals) and project data and information for various purposes including processing pre-service student and in-service teacher and paraprofessional applications that may include tracking, monitoring and coordinating pre-service participant files, participant spreadsheets and databases; tracking, monitoring, coordinating and/or compiling project activities; developing program calendars, and assisting with coordination of training events. Examples of duties include recruitment of project participants through collaboration with on campus and off campus agencies, such as Mini-Corp, Upward Bound, Butte County Office of Education, school districts within the project service region, Education Talent Search and others as identified; participation at campus, community college, regional and school district career fairs to recruit eligible CPD participants and pre-service teachers for the Bilingual Professional Preparation Program; general clerical functions that support project recruiting, advising and professional development activities such as letter and email correspondence to project participants; handling and/or directing incoming phone calls; filing; project data entry and retrieval; monitoring operational data, and assisting with the preparation of appropriate reports, documents and records; initiate and maintain a variety of physical and electronic files and records, including the creation of spreadsheets and/or databases of project participants and activities. The successful candidate must be able to effectively interact with prospective and active project participants as well as a variety of campus, partner school district personnel and community constituents.

EMPLOYMENT STANDARDS: Requires a minimum of a 2 years working full-time of progressively responsible professional experience with duties involving customer service and/or in an office environment. Professional experience must demonstrate the ability to perform the functions described above as well as the ability to reason logically and draw valid conclusions; utilize flexibility in responding to different ideas and points of view; and the ability to make decisions when necessary. The successful candidate will have the ability to become familiar with the multiple and single subject bilingual professional preparation program, and convey this understanding to undergraduate students and campus advising professionals. The candidate must have an outgoing personality and be able to work as part of a team in addition to being a self-learner who can solve problems, and work independently. Must demonstrate the ability to handle confidential and sensitive information; the ability to obtain factual and interpretive information through interviews to gather and analyze data; work with and show sensitivity to the needs of students of varied ethnic and cultural backgrounds; rapidly acquire a general knowledge of the overall grant funded project, campus and partner school districts; advise students individually and in groups on routine matters where required; recognize multicultural, gender, and multi-aged value systems and work accordingly; participate in and contribute to group meetings, conferences and interviews; clearly express ideas and recommendations orally; ability to set priorities and deadlines to ensure projects are completed and questions and problems are

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.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
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.
responded to in a timely manner write clear and concise reports; work effectively and establish and maintain cooperative working relationships; use initiative and resourcefulness in planning work and recruiting assignments; adjust to change (e.g., work environment, technology). Bilingual skills in Spanish and/or Hmong are preferred. Prior experience with grant funded programs and educational institutions is desired. Prior experience assisting with event planning is preferred. Requires proficient computer & word processing skills utilizing systems such as Microsoft Word, Powerpoint, Excel, Outlook and familiarity with database software. Thorough knowledge of standard office equipment (computers, copiers, phones, fax) is required. May be asked to work after-hours and at weekend events on occasion.

COMPENSATION: $15.00-$19.00/hr. DOE. This is a 30 hour per week, 11-month per year position for 2016-2017. Hours after June 30, 2016, will depend on project funding. 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. Application deadline is December 5, 2016.** Applications can be submitted:

**BY MAIL:**
CSU, Chico Research Foundation
CSU, Chico, Building 25
Chico, CA 95928-5388

**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/](http://www.csuchico.edu/rfdn/)

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