



**POSITION: Student Maintenance Worker (10 hrs/wk)**

**LOCATION:** The CSU, Chico Research Foundation Administration Office

**ESSENTIAL JOB FUNCTIONS:** Under direct supervision, performs a variety of "odd-jobs" and manual labor in support of the offices located at 25 and 35 Main Street. Examples of work to be performed include minor maintenance such as spot painting, carpet cleaning, floor cleaning, glass cleaning, dusting, cob web removal, installation of blinds or other hardware or equipment. May operate appropriate small powered equipment and tools such as a dolly, vacuum or drill. Will assist with the movement of heavy objects such as furniture and equipment. Will be responsible for the movement of files, supplies and other materials from one location to another. Will assist with keeping building, grounds and storage areas orderly and clean and may include some light yard clean-up and planting.

**EMPLOYMENT STANDARDS:** Must be enrolled as a student at CSU, Chico (undergraduate students must be enrolled in a minimum of 6 units; graduate students must be enrolled in at least 3 units of graduate level courses during the academic year). Prior work experience doing similar work highly desired. At minimum, the applicant must demonstrate an aptitude and willingness to perform manual labor. Must possess the ability to follow set safety standards, written instructions and procedures, perform regular strenuous manual labor, and safely move heavy items in excess of 50 pounds. Must possess knowledge of the methods, materials and equipment used to perform assigned tasks. The candidate must possess a valid California Driver's License and good driving record. Participation in the DMV Employer Pull Notice Program (driving record) will be required.

**COMPENSATION:** \$9.00/hour

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, resume, student availability sheet and three references. Application materials and job announcement can be obtained by contacting:

**BY MAIL:**

CSU, Chico Research Foundation  
CSU, Chico, Building 25  
Chico, Ca. 95929-0246

**OR CALL:** (530) 898-6811

**OR VISIT OUR WEBSITE:**

<http://www.csuchico.edu/rfdn/>

**IN PERSON:**

CSU, Chico Research Foundation  
25 Main Street, 2<sup>nd</sup> Floor suite 203  
Chico, Ca.

**DEADLINE:** Applicants must submit a completed CSU, Chico Research Foundation application materials to one of the above addresses. This position is **open until filled**.

**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**

Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of a non-job-related medical condition or disabilities. 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.