POSITION: Project Assistant
Full-Time (30 hours per week) / Benefited / Hourly / Non-Exempt

RECRUITMENT ID: 627

LOCATION: This position is with the Office of Outreach, Research and Grants in the College of Communication and Education. These are federally funded grant programs through the U.S. Department of Education. These grant programs are administered through the CSU, Chico Research Foundation. The project employee is an employee of the CSU, Chico Research Foundation.

COMPENSATION: $18.00 - $18.50 per hour, depending on experience

ESSENTIAL JOB FUNCTIONS: The project assistant’s function is to support project personnel in carrying out the administrative and documentation duties and responsibilities associated with the projects. Typical responsibilities will include: assisting with the development of recruitment/outreach materials; creation and support of a website; development of a logo; general clerical functions that support projects such as letter and email correspondence to project participants; handling and/or directing incoming phone calls; project data entry and retrieval; monitoring operational data, and assisting with the preparation of appropriate reports (including Annual Performance Reports), documents and records; maintaining a filing system process; requisitioning materials and supplies; initiating and maintaining a variety of physical and electronic files and records, including the creation of spreadsheets and/or databases of project participants and activities; working with maintenance and documentation of cost share required; working with the Project Directors and Grants Coordinator on overseeing the budget. Also includes disbursement of funds to students; processing travel requests and processing other expense checks as needed for the support of the programs. 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. Candidates must be able to prioritize tasks and communicate with project staff about workload issues.

EMPLOYMENT STANDARDS: Position requires a minimum of 2 years working full-time in progressively responsible professional experiences 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 quickly obtain a working knowledge of the projects, CSU, Chico and the College of Communication and Education. The successful candidate must have the ability to reason logically and draw valid conclusions; utilize flexibility in responding to different ideas and points of view; and make decisions when necessary. The candidate must be able to work as part of a team in addition to being a self-learner who can solve problems, and work independently. Must possess the ability to: perform a variety of accounting, financial recordkeeping and financial reporting assignments as required by the funded grant projects; to interpret a wide variety of written rules and regulations; to compile, verify and reconcile financial data.

The successful candidate must demonstrate the ability to handle confidential and sensitive information; 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 projects, campus, and community; possess strong verbal communication skills needed to successfully advise students individually and in groups on routine matters where required; participate in and contribute to group meetings, conferences and interviews; set priorities and deadlines to ensure projects are completed and questions and problems are responded to in a timely manner; work effectively and establish and maintain cooperative relationships with others.

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.
working relationships; independently handle multiple work priorities with frequent interruptions; use initiative and resourcefulness in planning work; and adjust to change (e.g., work environment, technology). Additional requirements include: excellent judgment, initiative and independence regarding office protocol and in performing all duties; ability to communicate effectively in writing and verbally; ability to quickly learn computer software which includes One Solution, CMS Peoplesoft, and/or other learning or reporting software programs. Prior experience with grant funded programs and educational institutions is desired. Requires proficient computer and word processing skills utilizing MS Word, PowerPoint, Excel, Outlook and familiarity with database software is required. Thorough knowledge of standard office equipment (computers, copiers, phones, fax) is also required. Must be able to successfully clear a DOJ/FBI fingerprinting check (Live Scan) prior to employment.

**BENEFITS:** 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.

**APPLICATION REQUIREMENTS:** Application and announcement can be located on our website. In order to be considered, applicants must submit the following:
- CSU, Chico Research Foundation application
- Cover letter
- Current resume
- Three professional references

**APPLICATION DEADLINE:** Open until filled. Application review begins January 11, 2019. Applications received after 5:00 p.m. on January 10, 2019 may not be considered. Applications can be submitted:

**BY MAIL:**
CSU, Chico Research Foundation
25 Main Street, Suite 206
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/)

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.

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