POSITION: GIS Assistant II

Full-Time / Benefited / Hourly / Non-Exempt

RECRUITMENT ID: 624

LOCATION: Geographical Information Center (GIC)

COMPENSATION: $14.42 per hour

ESSENTIAL JOB FUNCTIONS: Working closely with the GIS Analyst and under the general supervision of the Project Manager, the incumbent works on various geospatial projects. Examples of duties include support of GIS development, data input and maintenance for the Center; assisting on a multitude of GIS projects; Assisting with collecting and processing GPS data; Assisting project managers in scanning, data entry, and data analysis and metadata development and update; Assisting with basic cartographic output.

EMPLOYMENT STANDARDS: Enrollment in or completion of a Certificate or Degree program in GIS. Requires a minimum of six months experience working in a GIS position or related fieldwork on GIS projects. Required knowledge, skills and abilities include: Experience with ESRI products and other enabling technologies, especially ArcInfo and ArcView; good organizational skills; Good understanding of relational databases; Familiarity with GPS technology and equipment; Good organizational skills; Ability to prioritize tasks; Ability to adjust to change in a fast paced, constantly changing environment (i.e. work environment, technology); Work within deadlines; Ability to function cooperatively and productively as a member of a unit; Ability to establish and maintain effective working relationships with GIS staff and clients; Ability to follow directions and a willingness to learn; Communicate effectively verbally and in writing. The incumbent must be a self-learner who can solve problems with minimal supervision.

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: Application review begins December 17, 2018. Applications received after December 16, 2018 will not be considered.

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: rfhjobs@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/

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.

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.