POSITION OPENING

POSITION: Administrative Assistant (32-40 hours/week, flexible number of hours on a fixed schedule, 12 months/year) - Full-Time / Benefited / Hourly / Non-Exempt

LOCATION: CSU, Chico California Social Work Education Center. This position is funded by a grant through the CSU, Chico Research Foundation from the California State Department of Social Services for the Title IV-E Stipend Program.

ESSENTIAL JOB FUNCTIONS: Under the general supervision of the Coordinator of the Title IV-E Stipend Program, performs a variety of administrative and creative events-planning functions. This position needs to receive and process tasks from multiple directions. Typical assignments include planning and organizing administrative and clerical work requiring knowledge of Social Work practicum and Title IV-E policies, procedures and precedents; receiving and screening mail; making arrangements for meetings, events, workshops, integrative and job readiness seminars, and conferences; preparing agenda items for meetings and following up on action items; attending and taking minutes at staff meetings; preparing correspondence and other documents from rough draft to final form utilizing Microsoft Office Suite programs. Responsible for proper editing and format documents including Stipend Contracts, proofing for completeness, and proper routing of all copies; making travel arrangements; assist with Year End Reports to CalSWEC; requisitioning materials and supplies; and maintaining filing system process, and making arrangements for students; maintaining Title IV-E thesis/resources library; and coordinating and maintaining student repayment files. This position will be communicating with Post-Grad Students regarding stipend repayment (monetary/employment).

EMPLOYMENT STANDARDS: Requires two years of progressively responsible office experience. References to prior work experience must demonstrate the ability and experience to perform the required duties including: thorough knowledge of general office policies and procedures; thorough knowledge of English grammar, punctuation, and spelling; ability to independently handle multiple work priorities with frequent interruptions; ability to apply independently a wide variety of policies and procedures where specific guidelines may not exist; ability to perform standard business math, ability to draft and compose correspondence and standard to complex reports; ability to handle effectively a broader range of interpersonal contacts, including those at a higher level and those of a sensitive in nature. Must possess strong verbal communication skills needed for contacting and scheduling meetings with faculty, agencies and administrators. Additional requirements include; excellent judgment, initiative, and independence regarding office protocol and in performing all duties. Also requires the ability to form and maintain cooperative working relationships with a diverse population and function cooperatively and productively as a member of a team.

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.
This position requires the ability to quickly learn computer software which includes learning; CDD.net, CMS PeopleSoft, MS Word, Excel, FileMaker Pro, Publisher, Black Board Learn or other learning management systems, and Cascade web page maintenance for the Grant, as well as assisting in developing ways to communicate with distance students that may include an improved online presence.

**COMPENSATION:** $16.50 per hour. 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 January 3, 2017. Applications received after January 2, 2017, may not be considered.

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

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

**BY EMAIL:**
rhrjobs@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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