POSITION: Administrative Assistant

RECRUITMENT ID: 556

LOCATION: Foster Grandparent/Senior Companion Program – Division of Passages

SCHEDULE: Part-time, 20 hours per week / Hourly / Non-Exempt

COMPENSATION: $11.78 per hour

ESSENTIAL JOB FUNCTIONS: Under the direction of the Director of Volunteer Services, the Administrative Assistant is responsible for providing assistance and support for the Senior Companion and Foster Grandparent Programs by providing outreach and communication with volunteers and their clients, managing waitlists, conducting in home safety checks, providing clerical support and client database maintenance. General organization duties include: reserving space for meetings, coordinating volunteer attendance at events such as trainings, inventory of equipment, assisting in maintenance of confidentiality in office operations. Clerical support duties include: copying, note-taking at meetings, creation and maintenance of volunteer and client charts, faxing, phone reception, filing, maintaining forms supply, ordering office supplies, assembling materials for meetings and trainings. Database maintenance duties include: wait list information maintenance, generating reports and lists, updating volunteer and client information in database, providing assistance to other database users as needed. Additional duties will include cross-training for the Senior Nutrition Program to provide back-up support as a Senior Nutrition Aid. Assigned duties include: meal pack-out, pick-up and delivery for both congregate and home delivered meal programs, serving meals, cleaning, operating a commercial dishwasher, collecting data and completing related paperwork, collecting and counting donations, and interacting with seniors and community partners.

EMPLOYMENT STANDARDS: High school diploma or GED and at least two years general office experience, or any other combination of formal training or demonstrated knowledge in clerical and office procedures. Good command of English language, excellent organizational skills, experience working with aging populations and/or with volunteer programs, and the ability to adhere to strict policies, procedures and client confidentiality. Capable of operating a PC, and inputting, sorting, and preparing reports using database programs and excel spreadsheets is essential. Familiarity with Word, Outlook, Excel, and database software programs required. Must be able to successfully clear a DOJ/FBI fingerprinting check (Live Scan) prior to employment. A valid CA driver’s license is required.

APPLICATIONS: 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

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.
DEADLINE TO APPLY: Open until filled. Application review begins Tuesday, August 29, 2017. Applications received after Monday, August 28, 2017, may not be considered. 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/

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.