POSITION:  Project Specialist – Applied Research  
Full-Time / Benefitted / Hourly / Non-Exempt

LOCATION:  Center for Economic Development, California State University, Chico

RECRUITMENT ID:  550

ESSENTIAL JOB FUNCTIONS:  Under the general supervision of the Associate Director, Research of the Center for Economic Development (CED), the Project Specialist performs duties associated with the management and coordination of all applied research projects for the CED. The Project Specialist works directly with communities, and small and medium sized businesses to help define a target market and then identify the size of economic and fiscal impacts of that market. The successful applicant’s daily job duties will include conducting both primary and secondary data collection through surveys, and public and private sources. Occasionally driving short distances will be required. The Project Specialist will be responsible for guiding Student Research Assistants in acceptable research methods and assist as they collect primary survey data. This type of applied socio-economic research will help community and business leaders to make better informed decisions and more effectively allocate scarce resources. The successful applicant will be required to lend their technical writing abilities to an array of research projects. Technical writing at the CED requires the successful applicant to be able to understand socio-economic data and translate that information for a broad range of audiences. An ideal candidate will have exposure to representing data spatially; however, this is not a requirement for initial employment.

EMPLOYMENT STANDARDS:  The position requires a bachelor’s degree or higher, or 10-years in the technical writing or economic development fields. Degree holders in the social sciences, economics, and financial disciplines are especially encouraged to apply. The ideal candidate will have a minimum of two (2) years professional experience demonstrating the ability to perform the full range of duties described above; however this is not a job requirement. The successful applicant should be a skilled technical writer with experience in data analysis and Microsoft Excel. Experience working with the following programs is a plus but not a requirement: ArcGIS, Business Analyst, and InDesign. The candidate must have strong quantitative and analytical skills; good interpersonal abilities for working in a team environment; excellent written communication skills, and the ability to work in a deadline-driven environment. A valid California Driver’s License is required.

COMPENSATION:  Starting $16.00 - $20.00 DOE. 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.

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.
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. Application review begins July 31, 2017. Applications received after July 30, 2017 may not be considered. The application can be found on our website. 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

Applications can be submitted:

BY PHONE: (530) 898-6811 or VISIT OUR WEBSITE: http://www.csuchico.edu/rfdn/

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