POSITION: Administrative Assistant  
(Full or Part Time, dependent on experience)

RECRUITMENT ID: 532

LOCATION: Education for the Future Initiative, located at 35 Main Street, is funded annually through a combination of grants, which are administered through the CSU, Chico Research Foundation.

ESSENTIAL JOB FUNCTIONS: Some weekend and evening work may be required to assist with special projects. Under supervision of the Project Director, the employee will assist with a wide range of administrative/clerical support duties, which include:

- Work with minimal supervision in a multi-tasking environment requiring attention to detail
- Maintain and processes project financial records including: accounts payable and receivable, payroll, budget preparation, project tracking, monthly account reconciliation and financial report preparation, analysis of revenue and expenditures, and processing purchase orders, check and invoice requests
- Negotiate, initiate, and review contracts for funding agencies
- Prepare and maintain all personnel documentation for employees
- Create and proofread correspondence, spreadsheets, and presentations with attention to detail
- Manage the calendar and travel arrangements for the Director and staff
- Communicate effectively with a diverse population
- Read and route incoming mail and email
- Organize physical and electronic file systems
- Answer incoming calls
- Inventory and order equipment and supplies
- Maintain absolute confidentiality
- Other duties or projects as assigned

EMPLOYMENT STANDARDS: Required: a minimum of two years of increasingly responsible experience, demonstrating the ability to perform the duties described above; Advanced skills using Microsoft Office Outlook, Word, Excel, and PowerPoint; Experienced with Quicken; A strong, positive work ethic and personal initiative.

COMPENSATION: $15.00 – $20.00 per hour, DOE. 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. The application can be located on our website. Open until filled. Application review begins Friday, April 10, 2017. Applications received after April 9, 2017 may not be considered. Applications can be submitted:

BY MAIL: CSU, Chico Research Foundation, CSU, Chico Research Foundation, CSU, Chico, Building 25, 25 Main Street, 2nd Floor suite 206, Chico, CA 95928-5388, Chico, CA, 95928-5388

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/

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.