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

RECRUITMENT ID: 531

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: Under supervision of the Project Director and the Evaluation Services Manager, the employee is responsible for a wide range of graphics/administrative/clerical support duties which include:

• Initiate and maintain physical and electronic files and small databases including the creation/revision of Microsoft Word, PowerPoint presentations, notes, PDF files, workshop/institute agendas, and handouts
• Produce creative and functional visual materials including page layouts, flowcharts, figures, and tables
• Create data profiles using Microsoft Excel and Word graphs and tables
• Conduct data analysis using small database, Excel, and/or statistical applications
• Create full-page scannable forms
• Use scanning equipment to scan paper surveys
• Communicate effectively using e-mail, telephone, and writing
• Have a desire to continually learn
• Other duties or projects as assigned

EMPLOYMENT STANDARDS:
Required:
• Two years of increasingly responsible experience demonstrating the ability to perform the duties described above
• Type minimum of 45 wpm
• Proficiency with computer applications including Microsoft Office (PowerPoint, Word, Excel, and Outlook), Adobe Acrobat and Photoshop
• Experience with small database application use, preferably FileMaker Pro
• Familiarity with Macintosh computer platform

Desired:
• Completion of specialized training or college coursework in computer application and/or graphics
• Familiarity with graphics applications including Illustrator, InDesign
• Experienced with web design software
• Experienced in use of scanning equipment and Form Creator software

COMPENSATION: $15.00 - $17.00 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, 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/](http://www.csuchico.edu/rfdn/)

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**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](http://www.csuchico.edu/up).

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**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.