POSITION: GIS Assistant III (Full-Time / Benefited / Hourly / Non-Exempt)

LOCATION: California Department of Fish and Wildlife office, Sacramento, CA

RECRUITMENT ID: 542

ESSENTIAL JOB FUNCTIONS: Working closely with GIS Analysts and Wildlife Biologists in a group setting, the incumbent works on projects primarily focused on processing geospatial data for priority drought planning and response for the Department of Fish and Wildlife. Examples of duties include support of GIS data development; processing datasets for use and analysis in various projects; assisting project managers in scanning, data entry, and metadata development; conducting quality control; maintaining detailed and complete documentation of the processes and methodologies used in data development and analysis.

EMPLOYMENT STANDARDS: Enrollment in or completion of a Certificate or Degree program in GIS. Requires a minimum of one year experience working in a GIS position or related fieldwork on GIS projects. Required knowledge, skills and abilities include:

- Experience with ESRI ArcMap and Python;
- Familiarity with working on natural resource based projects and data;
- Use and maintenance of geospatial data development in a variety of formats;
- Strong organizational skills;
- Ability to communicate clearly, both verbal and in writing;
- Ability to function cooperatively and productively as a member of a unit;
- Ability to prioritize tasks and to solve problems;
- Willingness and ability to learn new technologies quickly.

The incumbent must be a self-learner who can solve problems with minimal supervision.

COMPENSATION: Starting wage: $15.82 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 CSU, 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. The application can be found on our website. Incomplete application packets will not be accepted. Application review begins May 26, 2017. Applications received after May 25, 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:
rflhrjobs@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/

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.