POSITION: Senior Project Analyst
Full-Time / Salary / Exempt

Recruitment ID: 528

LOCATION: Geographical Information Center (GIC)

ESSENTIAL JOB FUNCTIONS: The Senior Project Analyst is responsible for working with the Project Manager to identify funding opportunities, develop projects with faculty and external collaborators, research background documents related to the subject matter of proposals, prepare proposal documents including scopes of work, narratives and budgets, and comply with campus approval policies and procedures. He or she will also assist in managing funded projects, ensuring compliance with scopes, schedules and budgets. The ideal candidates will have specialized experience in grant writing and project management and knowledge of fields such as natural resources, agriculture and/or rural communities. Key objectives of this job function are to secure external funds for applied research, community benefit projects and student internships; meet community needs in CSU, Chico’s 12-county service region; meet state and federal research needs; and build collaborative relationships with stakeholders throughout the public, nonprofit and private sectors.

EMPLOYMENT STANDARDS: Requires bachelor’s degree, with a master’s degree preferred. The field of study should be related to natural resources, agriculture and/or rural communities or otherwise have prepared the applicant to meet the essential job functions. Required knowledge, skills, abilities and attributes include:

- Ability to research funding opportunities and identify opportunities ahead of request for proposals release
- Ability to strategically identify projects and collaborations that are consonant with emerging trends in funding
- Knowledge of the mechanics of proposal writing
- Ability to research refereed literature and government documents to support proposals
- Advanced skills with Microsoft Word and Excel
- Ability to communicate effectively with multiple stakeholders and identify needs to be addressed in proposals
- Demonstrated experience in managing scopes, budgets and timelines
- Ability to identify project issues upstream and formulate solutions
- Demonstrated experience in preparing and delivering effective written and oral reports
- Organizational skills and the ability to prioritize tasks
- Ability to adjust to change in a fast paced, constantly changing environment (i.e. work environment, technology) and work within deadlines

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.
• Ability to work independently under general direction and function cooperatively and productively as a member of a unit

COMPENSATION: $4,853/month - $5,720/month DOE plus benefits. 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.

APPLICATIONS: Applicants must submit a completed CSU, Chico Research Foundation application, cover letter, current resume, writing sample (no more than three pages, excerpts acceptable) and three references. Incomplete application packets will not be accepted. Application review begins April 3, 2017. Applications received after April 2, 2017 may not be considered. Open until filled. 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: rfhrrjobs@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/

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