POSITION: HUMAN RESOURCES ASSISTANT

SCHEDULE: 25 – 35 Hours Per Week / Hourly / Non-Exempt
Final weekly schedule and applicable benefits will be discussed and determined at time of offer.

LOCATION: The CSU, Chico Research Foundation (RF) is a 501(c)(3) public benefit corporation serving as an auxiliary organization to California State University, Chico. The purpose of the Foundation is to help develop and administer those activities that aid and supplement the educational mission of CSU, Chico, including managing externally funded projects orientated toward research, education, or public service; acting as a fiscal agent for numerous campus programs; providing fiscal management of fundraising and philanthropic endeavors on behalf of the University Foundation (a separate 501(c)(3) corporation).

ESSENTIAL JOB FUNCTIONS: Assists with data entry into various software programs including IFAS; Performs employment verifications and responds to inquiries from the general public; Enters data in the HR database and ensures accuracy of information; Assists with benefits administration; Assists with the entering of Personal Action Forms; Answers routine inquiries; Maintains personnel files; Performs new hire orientations; Assists with office support functions including front desk coverage as needed; Refers inquiries to other staff as appropriate; Performs other related duties as assigned.

EMPLOYMENT STANDARDS: Requires high school graduation or GED and two (2) years full-time equivalent experience in human resources or administration performing functions similar to those described above. Additional educational training in subjects related to human resources desirable. Requires: Knowledge of Federal/State laws and Foundation policies regarding personnel administration; Knowledge of basic record keeping and records management in both a paper and electronic environment; Knowledge of correct English grammar, spelling and punctuation; Skill in understanding, interpreting and applying relevant rules and regulations; Ability to assess and prioritize multiple tasks and projects; Ability to work within deadlines and complete projects; Ability to maintain strict confidentiality; Ability to establish and maintain effective working relationships with co-workers, the campus community and the general public; Skill in operating a personal computer utilizing a variety of software and database applications; IFAS experience a plus: Proficiency with the Microsoft Office Suite, specifically MS Word, Excel and Outlook; Ability to maintain a customer service-oriented attitude.

COMPENSATION: Starting wage: $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.

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.
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. Open until filled. Application review begins December 16, 2016. 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/

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