POSITION: Project Manager – Temporary (15 Months)  
Full-Time / Benefited / Exempt / Salary

RECRUITMENT ID: 538

LOCATION: The CSU, Chico Research Foundation 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 oriented 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: This is a Temporary Assignment. This position is responsible for planning, executing, monitoring, controlling, and post implementation assessment of each project phase in accordance with project methodology standards and best practices. This position ensures appropriate engagement and participation by staff, management, and key stakeholders; leads process change requirements; and reports on the status of the overall project and project components as appropriate. This position is also responsible for business analysis and business process improvement. The candidate will analyze business requirements, recommend solutions, and consults with units/departments as the application and supporting IT solutions are implemented. Under the direction of the Executive Director, this position is responsible for project management supporting:

• Phase I - ONESolution application implementation associated with the RF administrative application initiative;
• Phase II - implementation of ONESolution data warehouse/reporting integration for Academic Affairs; and
• Phase III - planning for the integration of the RESP organization data requirements within the ONESolution application portfolio.

Job duties include but are not limited to:

• Coordinate enhancements, bug fixes, and improvements
• Monitoring the vendors' completion of contractual obligations
• Resolve conflicts, project risks, and other similar issues in a timely manner
• Provide organization, scheduling, and oversight for the ONESolution implementation
• Develop and facilitate an implementation strategy
• Partner with key stakeholders to identify, analyze, and document current business processes
• Manage project tasks, project resources, and communicate project risks
• Prepare and present recommendations for a successful implementation
• Coordinate and consult with technical resources to assure a successful implementation
• Partner with ONESolution RF and RESP units to identify training needs
• Manage, develop, and coordinate training programs, content, schedules, and resources to deliver training to RF, RESP and the campus community
• Manage and develop tools to measure the success of the ONESolution implementation
• Other duties as assigned

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.
EMPLOYMENT STANDARDS: Requires a bachelor’s degree in Business Administration, Business Information Systems, Management Information Systems, Communications, or a related field AND five years of full-time professional experience providing business analysis or business process improvement services, planning and leading technical computing projects, and supporting IT services and customers. Experience with MS Office/Outlook required. The successful candidate will have project management experience in successfully leading a large-scale software implementation. Preference will be given to applicants that have extensive experience in the following project management practices:

- Demonstrate competence at interpreting and communicating information, ideas, and instructions
- Ability to select appropriate information and best method or format for presenting
- Excellent communication, organizational, collaboration, and customer service skills
- Advanced analytical, problem solving, and critical thinking skills
- Consultation skills to assess user needs and provide customer support
- Perform project management to maintain project objectives on time while delivering intended functionality/features
- Experience and demonstrate success in planning, managing, delivering, and measuring the success of projects

COMPENSATION: $5,418 - $8,761 per month plus benefits. Pay commensurate with experience. 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. Application can be found on our website. Incomplete application packets will not be accepted. Open until filled. Application review begins April 25, 2017. Applications received after April 24, 2017 may not be considered. Applications can be submitted:

BY MAIL:                          IN PERSON:                          BY EMAIL:
CSU, Chico Research Foundation   CSU, Chico Research Foundation   rfhjobs@csuchico.edu
CSU, Chico, Building 25          25 Main Street, 2nd Floor suite 206
Chico, CA 95928-5388             Chico, CA                          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/