POSITION OPENING

POSITION: Pre-Award/Contracts Assistant (40 hrs/week)
   Full-Time / Hourly / Non-Exempt

RECRUITMENT ID: 535

LOCATION: The Office of Research and Sponsored Programs (RESP) is affiliated with the California State University, Chico (CSUC). RESP provides CSUC faculty and CSU, Chico Research Foundation personnel with support and services in the acquisition and management of grants and contracts from federal, state, and local governments, foundations and other private sources which annually total $25-$30 million.

ESSENTIAL JOB FUNCTIONS: Under direct supervision of the Director of Contracts and Development, the candidate is responsible for providing support to the pre-award (proposal development) and contracting teams in the Office of Research and Sponsored Programs. Duties include: collaborating with CSU, Chico Research Foundation staff and CSUC faculty and staff to support grant proposals and contracts; updating, tracking and maintaining data logs and a central database; review and maintenance of an office email account; data entry; initial review and distribution of contracts; contacting funding agencies for information; use of databases to search for funding sources and communicate with faculty and staff regarding potential funding sources and related contracts; creating and processing various transmittal/correspondence documents; downloading, modifying, completing and/or creating electronic forms and documents; and providing assistance with formatting, scanning and saving in various file formats contact documents for record retention. The position will also provide general office support when necessary and perform other duties as assigned.

EMPLOYMENT STANDARDS: The successful candidate must be able to demonstrate the ability to perform the functions and duties described above. The candidate must also demonstrate proficiency with the Microsoft Office Suite (MS Word, Excel and Outlook), use of databases, and Internet searches. The candidate must be self-directed, detail oriented, be able to prioritize workload, and work independently while at the same time be part of a team-oriented environment. The candidate must be able to learn quickly, communicate effectively, adhere to processes, and be client service-oriented. The candidate must be able to work in a fast-paced, deadline driven environment. Desired qualifications include experience creating and updating spreadsheets, scanning, saving and converting documents in various file formats, creating and completing forms, tracking information and maintaining logs, and working with grants and contracts. Must receive a DOJ/ FBI fingerprint clearance (referred to as Live Scan) prior to beginning employment.

COMPENSATION: Starting wage: $13.50 - $15.50/hour DOE + 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 CSU, Chico. Employment is considered to be at-will.

APPLICATIONS: Applicants must submit a completed CSU, Chico Research Foundation application, cover letter, and current resume. The application is located on our website. Incomplete application packets will not be accepted. Open until filled. Application review begins April 24, 2017. 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 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.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of a non-job-related medical condition or disabilities. 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.