POSITION: Student Assistant, IT and Special Projects (CSU, Chico Students Only) – Six Month Position
Part-Time, Hourly, Non-Exempt

SCHEDULE: 15-20 hours per week during academic sessions, up to 40 hours per week during academic breaks

LOCATION: Research Foundation Administration Office

ESSENTIAL JOB FUNCTIONS: Will work on special projects under the direction of Research Foundation IT. Must possess a good working knowledge of Adobe Acrobat Pro. Individual will be reviewing and editing documents and creating fillable Adobe Acrobat forms. Assists in providing computing support for the various Windows (XP/Vista/7) and Macintosh (OSX) platforms to the CSU, Chico Research Foundation Administration offices. Must have experience with various web maintenance applications. Must be punctual, possess excellent customer service skills, have a diligent work ethic, follow internal procedures, and work independently when handling support requests. This is a six month position.

EMPLOYMENT STANDARDS: Must be a student at CSU, Chico enrolled in a minimum of 4 units for graduate and 6 units for undergraduate students. Must have strong working knowledge of Windows and/or Macintosh operating systems and hardware, including installation, configuration and troubleshooting. Previous experience supporting both in a technical capacity preferred. Microsoft office applications and internet. Must be able to work in a fast paced environment, possess excellent communication skills and good business writing skills.

COMPENSATION: $10.50 per hour. 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 and three professional references. Incomplete application packets will not be accepted. 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: rfhrjobs@csuchico.edu

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
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.