POSITION: Interim Seufferlein Sales Program Administrative Support Coordinator
(25-29 hours per week; through December 2020)
Part-Time, Non-Benefited, Hourly, Non-Exempt

RECRUITMENT ID: 713
LOCATION: Seufferlein Sales Program

COMPENSATION: $15.00-$22.83 per hour, DOE

ESSENTIAL JOB FUNCTIONS: Under the supervision of the Executive Director, the Interim Administrative Support Coordinator is responsible for a wide variety of clerical and office duties such as:

1. Communication Support – Professionally answer phone calls, manage centralized email account, maintain/update website, and oversee maintenance of social media
2. Student Supervision – Supervise student interns and act as liaison between Sales Program and student organizations (PSE)
3. Event Coordination – Coordinate yearly kick-off meeting, Fall Sales Mixer, Sweet 16 Sales Challenge, End-Of-Year Sales Award Event, and the Fall CSU Sales Competition
4. Master Schedule Coordination – Act as liaison and scheduler for all stakeholders (e.g. external organizations, professors, student organizations, sales program events, alums, and Career Center
5. Marketing Coordination –
   a) Internal marketing development & oversight
   b) External marketing development & oversight
   c) Alumni relationship management
6. Facility Coordination & Oversight – Schedule & oversee role play rooms, conference room, and student work lab and provide training and problem-solving assistance for sales lab (hardware and software)
7. Budgetary Support – Coordinate Corporate Partnership Foundation account and Seufferlein Foundation gift account

EMPLOYMENT STANDARDS:

- **Required**
  - High school graduate (or equivalent).
  - Minimum of two years fulltime equivalent paid work experience performing office support functions such as those described above.

- **Desired**
  - Bachelor degree in business or equivalent college.
  - Completion of specialized training or college coursework in computer applications and/or office information systems.

BENEFITS: Benefits for employees working 30 hours or more per week include employer paid life insurance ($50,000) and long-term disability; options for health, dental, and vision insurance; FSA; 14 paid holidays including 1 personal holiday; vacation accrual (up to 24 days/year); sick leave (up to 12 days/year); employer contributions to your 403(b) retirement plan (up to 8%).

APPLICATION REQUIREMENTS: Application and announcement can be located on our website. In order to be considered, applicants must submit the following:

- Chico State Enterprises application
- Current resume

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
Chico State Enterprises 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 Enterprises' 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 can be submitted:

BY MAIL:  
Chico State Enterprises  
25 Main Street, Suite 206  
Chico, CA 95928-5388  

IN PERSON:  
Chico State Enterprises  
25 Main Street, 2nd Floor suite 206  
Chico, CA  

BY EMAIL:  
csejobs@csuchico.edu  

BY FAX: (530) 898-3391  

For questions, please contact Chico State Enterprises Human Resources office:  
BY PHONE: (530) 898-6811 or VISIT OUR WEBSITE: http://www.csuchico.edu/cse/

The employer is Chico State Enterprises, a non-profit corporation serving as an auxiliary organization of California State University, Chico. Employment is considered to be at-will.