Position Opening

POSITION: EAP Schools Liaison
STATUS: Part-time / Non-benefitted / Non-exempt
COMPENSATION: $25.00 - $30.00 per hour
DEPARTMENT: Early Assessment Program
LOCATION: North State Schools
RECRUITMENT ID: 035

RESIDENCY: Candidate must be a California resident. Chico State Enterprises is not a sponsoring agency for staff and management positions (i.e. H-1B Visas).

ESSENTIAL JOB FUNCTIONS:

- Work closely with EAP Director (Brandi Aranguren) and EAP Coordinator (Brian Lindaman) to develop goals and strategies for communication campaigns to schools.
- Present EAP information to appropriate audiences with slide shows and Q & A sessions.
- Travel to area high schools for presentations and meeting with advisors as needed, providing some virtual visits also as needed.
- Work with Chico State Admissions outreach advisors for collaborative visitations or exchange of materials to share with schools.
- Update material for website
- Present and answer basic questions about teacher professional development opportunities and curriculum available for college readiness – primarily for high school math and English teachers.
- Collect data, track visits, and communication with area schools.
- Remain up to date with emerging CSU programs to support college readiness and transfer pathway programs.
- Provide support and engage with EAP team for event development and implementation (typically two events each year).
- Available through June 30, 2024 (possibility of renewal) flexible hours generally between 8a-4p, 10-25 hrs/wk.

EMPLOYMENT STANDARDS:

- Bachelor’s Degree (familiarity with higher education programming and expectations)
- Required: Driver’s license/insurance and willingness to travel within Northern California, sometimes overnight if needed
- Prefer: Familiarity or work with K-12; familiarity with MS Office Suite and presentation software, experience or familiarity with newsletter development, Spanish language

COMPLIANCE REQUIREMENTS:

- Candidate must be in possession of valid driver’s license and automobile liability insurance. Participation in the DMV Employer Pull Notice Program (driving record) is required. The candidate will be required to update their insurance with Chico State Enterprises Human Resources when necessary.
- Satisfactory completion of a background check (including a criminal records check) is required
for employment. Chico State Enterprises will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to satisfactorily complete the background check may affect the continued employment of a current Chico State Enterprises employee who was conditionally offered the position.

**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 (initially 10 days/year); sick leave (up to 12 days/year); employer contributions to your 403(b) retirement plan (up to 8%).

**HOW TO APPLY:**
To be considered, submit the following documents by **November 30th, 2023**. Documents submitted after this date may not be considered.

- Resume
- Cover Letter
- Chico State Enterprises Application
- Contact information for three professional references

**BY DROP BOX:** [https://csuchico.app.box.com/f/2585d0223d254069baf461f690fd6ec3](https://csuchico.app.box.com/f/2585d0223d254069baf461f690fd6ec3)
**BY EMAIL:** csejobs@csuchico.edu

Paper applications will not be accepted; however, Chico State Enterprises is an Equal Opportunity Employer and is happy to provide reasonable accommodations to applicants at any step of the application process. If you need assistance in this regard, or are having technical difficulties, please contact the Human Resources office at 530-898-6811 or csejobs@csuchico.edu prior to 5:00 pm on the document deadline date. 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.

**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.