POSITION OPENING

Chico State Enterprises

25 Main Street, Suite 206 | Chico, California 95928-5388 | Phone 530-898-6811 | Fax 530-898-3391 | www.csuchico.edu/cse

POSITION: Program Assistant
Part-Time / Non-Benefitted / Hourly / Non-Exempt

RECRUITMENT ID: 905

COMPENSATION: $21.00 - $23.00 per hour

LOCATION: This position will be in-person on the Chico State campus at the Osher Lifelong Learning Institute (OLLI).

ESSENTIAL JOB FUNCTIONS: The Program Assistant is the first-person OLLI members, instructors, and visitors meet when they call, email, or visit the OLLI office; performs bookkeeping and budgeting data entry and creates simple to moderately complex reports while maintaining confidentiality; and provides additional administrative support to the OLLI office.

Front Office Reception
- Provide front-line customer service to prospective and continuing OLLI members, instructors, volunteers, and University stakeholders, a group primarily composed of older adults. This includes answering phone calls, monitoring the OLLI departmental email, and assisting visitors to the OLLI office.
- Provide technical assistance over the phone to help older adults access the OLLI website and Zoom classes.
- Process memberships. Help members fill out forms over the phone and in person, collect fees, and enter memberships and class registrations into the OLLI database.
- Notify members when classes cancel or change.
- Help recruit members and encourage them to increase their involvement in OLLI.

Bookkeeping Support
- Use Chico State Enterprises accounting database and Microsoft Excel to update and generate reports.
- Maintain complete and accurate accounting records.
- Analyze accounting records for accuracy, completeness, and ability to meet reporting and procedural standards.
- Maintain and analyze donation records to support OLLI fundraising goals.
- Prepare and maintain budget, forecast, and cash flow documents.

Administrative Support
- Use Microsoft Office for routine office tasks, such as creating signs and updating spreadsheets.
- Maintain the security of payments collected over the phone, by mail, and in person.
- Use OLLI registration database and historical information to compile data and generate simple reports.
- Plan, organize, and coordinate special events. Special events are held approximately eight times per year.
- Help prepare outreach materials for special events.
- Perform a variety of regular office administrative support tasks.

EMPLOYMENT STANDARDS:
- Three years of experience in office administrative support, data entry, and front desk reception.
- Strong interpersonal skills. Experience working with older adults a plus.
- Strong computer skills, including experience with Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) or comparable program suites. Experience working with financial information systems a plus.
- Proficiency in creating and working with Excel spreadsheets in a PC environment.
- Demonstrated attention to detail.

DISCLOSURE OF CAMPUS CRIME STATISTICS
CSU, Chico’s Annual Security Report includes summaries of institutional policy relating to campus safety, drug and alcohol use, sexual assault, and other matters. The report is published in compliance with the Clery Act and includes three years of certain crime statistics that occurred in Clery Act defined geography. A paper copy of the report may be requested in person at CSU, Chico Police Department or by calling (530) 898-5555. It is also available on the web at 2020 Annual Security Report.

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.
• Ability to switch between tasks without losing track of each task’s status.
• Data entry accuracy.

COMPLIANCE REQUIREMENTS:
• 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.
• CSE is collecting information from current employees and new hires in process to comply with this CSU system policy. Job candidates who receive a contingent offer of employment will be required to complete a self-certification process prior to receiving a final offer of employment. A candidate will be asked to certify whether they are fully vaccinated, are in the process of becoming fully vaccinated, will request a medical or religious exemption, or do not plan to access any campus/CSE facilities or participate in any in-person work. Questions regarding this process should be directed to the CSE HR team at csehr@csuchico.edu.

BENEFITS: 24 hours of Sick Leave per year.

HOW TO APPLY:
To be considered, submit the following documents by October 3, 2022. Documents submitted after this date will not be considered.
• Cover Letter
• Resume
• Chico State Enterprises Application

BY DROP BOX: https://csuchico.app.box.com/f/2b56c0b347e645fdbd3f6a11a8b376b4
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.

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