POSITION OPENING

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

POSITION: Administrative Specialist – Support Staff III
Full-Time, Benefited, Hourly, Non-Exempt
RECRUITMENT ID: 725
LOCATION: Passages
COMPENSATION: $18.00 per hour

ESSENTIAL JOB FUNCTIONS: Under the general supervision of the Director of Passages Area Agency on Aging, this position coordinates agency wide administrative duties working cooperatively with various departments.
- Assignments include billing, inventory, and fleet management, time sheets, routine correspondences.
- Assists in the development of the Area Plan which includes preparing requests for proposals, research, public notifications and hearings, and data management.
- Provides technical assistance to agency subcontractors.
- Provides support services for the Area Agency on Aging Advisory Council.
- Other duties as assigned.

EMPLOYMENT STANDARDS:
- Requires a minimum of 4 years of progressively responsible administrative experience which would enable the essential functions as stated above to be performed.
- Bachelor’s degree in Social Science, Gerontology, Public Health, or related field desirable but not required.
- Years of experience may be substituted by years of completed college course work.
- Experience/education in the field of aging/long-term care services is desirable.
- Must possess strong organizational and planning skills; good oral and written communication; ability to work independently and meet deadlines.
- Must possess strong computer competencies include Microsoft Word and Excel.
- Must possess a California driver’s license, automobile liability insurance and have access to own transportation.
- Bilingual skills (Spanish-English) are desirable.

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%).

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
- Cover letter
- Resume
- Three professional references

Applications can be submitted:

BY EMAIL: csejobs@csuchico.edu

BY FAX: (530) 898-3391
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.

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.