POSITION: Assistant Coordinator
Full-Time (30-40 hours per week), Benefited, Hourly, Non-Exempt

RECRUITMENT ID: 715

COMPENSATION: $18.00 - $22.00, DOE

LOCATION: The Northeast Information Center (NEIC) is one of nine Information Centers in California that are part of the California Historical Resources Information System and work in close coordination with the State Office of Historic Preservation. The NEIC archives and maintains an inventory of archaeological and historical records and reports for an 11-county area in the North State and maps the locations of those resources and reports on USGS topographic maps and in a Geographic Information System (GIS). The NEIC also performs research for clients on a fee-for-service basis and is open to qualified consultants and other researchers on an appointment-only basis. In addition, the NEIC promotes education regarding and protection for cultural resources by working with the local and regional communities, Native American tribes, historical groups, and others in this effort. The NEIC operates under the auspices of the CSU, Chico Department of Anthropology and Chico State Enterprises (CSE).

ESSENTIAL JOB FUNCTIONS: Under the supervision of the NEIC Coordinator, the Assistant Coordinator/GIS Specialist’s responsibilities include conducting and/or overseeing timely record searches and project reviews; processing incoming resource records and reports; overseeing ongoing digitization and data entry projects; quality checking of digitized maps and associated databases; and training NEIC staff in GIS techniques as well as other NEIC tasks.

EMPLOYMENT STANDARDS:
- Education: B.A. or M.A. in Anthropology, History, Geography or a closely related field.
- Experience: Thorough working knowledge of GIS software and relational databases. Working knowledge of topographic maps. General knowledge of computer software and hardware specifications and ability to troubleshoot potential problems. Preference will be given to those with a Master's degree and field, laboratory, and/or office experience in archaeology and/or cultural resources management.

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
- Cover letter
- Current resume
- Three professional references


APPLICATION 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.

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.

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.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER