POSITION OPENING

POSITION: CED Assistant II
   Full-Time / Benefited / Hourly / Non-Exempt

RECRUITMENT ID: 746
LOCATIONS: Center for Economic Development, California State University, Chico

COMPENSATION: $16.20 per hour

ESSENTIAL JOB FUNCTIONS: Working closely with the Analyst, Assistant II will contribute to work on various socio-economic research projects. Examples of duties include:
   • The collection and analysis of primary survey data
   • Preparing summary analyses and ad-hoc reports based on empirical data
   • Fulfilling technical assistance requests through the creation of written data summaries and visual analytics
   • Conducting business market research
   • Will assist with other Center projects as determined by project needs and available funding streams
   • The Assistant II should demonstrate consistent attention to detail and initiative in directing their own work progress, as well as the capability to aid the Analyst in the training of student researchers in applicable workflow processes

EMPLOYMENT STANDARDS: The ideal candidate will have:
   • A Bachelor’s degree in an applicable field (Social Sciences, Business, Economics, or other quantitative fields) OR an Associate’s degree in the above fields with some relevant professional experience
   • A solid understanding of the issues and ethics involved in socio-economic research
   • Excellent quantitative data analysis and written/verbal communication skills
   • The ability to learn and apply new skills quickly
   • The ability to evaluate work in a collaborative, deadline-driven environment
   • Excellent organizational skills
   • Competency in Microsoft Excel

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
   • Current resume
   • Three professional references

APPLICATION DEADLINE: Application deadline is January 6, 2021. Applications can be submitted:
   BY EMAIL:
   csejobs@csuchico.edu

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.

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.