POSITION: CED Assistant III  
Full-time / Benefited / Hourly / Non-Exempt  
RECRUITMENT ID: 700  
LOCATION: Center for Economic Development, California State University, Chico  
COMPENSATION: $17.00 - $19.00 per hour, DOE  

ESSENTIAL JOB FUNCTIONS: Coordinating closely with the Analyst, the Assistant III will directly supervise and contribute to work on various socio-economic research projects. Examples of duties include assisting project staff in the design and implementation of research tasks; delegating these tasks to research teams and evaluating their progress; training undergraduate researchers on techniques for data collection, entry, and analysis; auditing data products for technical accuracy; contributing to the fulfillment of technical and business assistance requests by creatively interpreting client data needs; and independently conducting business market research. The Assistant III should demonstrate consistent and exacting attention to detail, strong initiative in directing their own work progress, and an eagerness to advance professional and technical knowledge relevant to the production of applied research materials.  

EMPLOYMENT STANDARDS: The ideal candidate will have a Bachelor’s degree in an applicable field (Social Sciences, Business, Economics, or other quantitative fields) and 2 years of relevant professional experience; knowledge of the processes and ethics involved in socio-economic research; experience in the collection and analysis of quantitative and qualitative data; exceptional written and verbal communication skills with demonstrated experience preparing professional reports or publications; experience supervising and evaluating the work of junior staff in a deadline-driven environment; excellent organizational skills; advanced competency in Excel; and familiarity with spatial (i.e. GIS) and/or interactive (i.e. Tableau) data visualization.  

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 DEADLINE: Application deadline is February 17, 2020.  

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Applications 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.