POSITION OPENING

POSITION: Grant Student Assistant (Chico State only)
Non-Benefited / Hourly / Non-Exempt
RECRUITMENT ID: 699
LOCATION: Tehama Hall
COMPENSATION: $15.00 per hour

ESSENTIAL JOB FUNCTIONS: The Grant Student Assistant will primarily support the needs of a large five-year grant. The student will work closely with the project's director and participate in various research and technical activities. Responsibilities include the following:

- Prepare materials for submission to granting agencies and foundations
- Prepare materials for CSU, Chico Human Subjects Committee review
- Conduct recruitments from preparing interview questions to summarizing completed interviews
- Provide ready access to all experimental data for the faculty researcher and/or supervisor
- Request or acquire equipment or supplies necessary for the project
- Manage and respond to project-related email
- Prepare, maintain, and update website materials
- Attend project meetings
- Attend area seminars and other meetings as necessary
- Summarize project results
- Prepare progress reports for the PI and funding agency
- Prepare other articles, reports, and presentations
- Conduct literature reviews
- Collect and analyze data

EMPLOYMENT STANDARDS:

- Must be an enrolled at CSU, Chico
- Experience with Office products
- Good communication skills and good attention to detail

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
- Two personal references
- Schedule of availability

Applications can be submitted:

BY MAIL: Chico State Enterprises
25 Main Street, Suite 206
Chico, CA 95928-5388

BY 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.

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.