Position Opening

POSITION: Project Director
STATUS: Full-Time / Benefited / Hourly / Non-Exempt
COMPENSATION: $70,000 - $76,000 per year
DEPARTMENT: Student Support Services
LOCATION: Student Support Services, CSU Chico Campus
RECRUITMENT ID: 019

RESIDENCY: Candidate must be a California resident. Chico State Enterprises is not a sponsoring agency for staff and management positions (i.e. H-1B Visas).

ESSENTIAL JOB FUNCTIONS: Under the direct supervision of the Early Outreach and Support Programs (EOSP) Director, the Project Director is responsible for the day-to-day implementation of the Student Support Services (SSS) program. SSS is a federal TRIO program funded by the U.S. Department of Education. The SSS program provides academic, career, and personal support services to eligible first-generation, low-income, and students living with a disability. The Project Director is directly responsible for the following duties:

- Oversees day-to-day operations of the program
- Ensures the submission of required reports and the proper administration of project funds
- Development, planning, and implementation of the SSS project
- Recruits, hires, trains, supervises and evaluates project personnel
- Makes final selection of project participants
- Advises and monitors participants’ progress
- Oversees computerized student progress tracking system
- Collects and organizes data necessary for program effectiveness and continuity
- Continues to apprise CSU, Chico faculty and staff, and campus community about the goals and objectives of the project
- Synchronize efforts with other TRIO directors and the McNair Scholars program to streamline student services and optimize outcomes.
- Acts as a liaison with various campus departments to coordinate SSS activities with other campus services
- Other duties as assigned

EMPLOYMENT STANDARDS: Master’s degree in administration, education, counseling, social work or related field is required. Must be able to successfully clear a DOJ/FBI fingerprinting check (Live Scan) prior to employment. In addition, the following qualifications are desired:

- A minimum of three years’ experience with progressive responsibility in the coordination of SSS or other TRIO programs, and/or similar programs in post-secondary institutions or service-related agencies required
- A minimum of one-year experience in administering educational projects, fiscal management, and experience in supervising, training, and selecting personnel
- Prior experience will demonstrate ability to interpret and apply program rules and regulations;
reflect initiative and resourcefulness to meet program needs; the ability to reason logically and to analyze and evaluate data; and the ability to make verbal and written presentations

- Demonstrated understanding of, and commitment to the unique educational needs of first generation, low-income university students
- Ability to effectively communicate with SSS students and families

**COMPLIANCE REQUIREMENTS:**
- Satisfactory completion of a background check (including a criminal records check) is required for employment. Chico State Enterprises will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to satisfactorily complete the background check may affect the continued employment of a current Chico State Enterprises employee who was conditionally offered the position.

**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%).

**HOW TO APPLY:**
To be considered, submit the following documents by **November 15th, 2023**. Documents submitted after this date may not be considered.

- Resume
- Chico State Enterprises Application
- Contact information for three references

**BY DROP BOX:** [https://csuchico.app.box.com/f/33878ba8933e4ea2b8d0209448e770b1](https://csuchico.app.box.com/f/33878ba8933e4ea2b8d0209448e770b1)

**BY EMAIL:** [csejobs@csuchico.edu](mailto:csejobs@csuchico.edu)

Paper applications will not be accepted; however, Chico State Enterprises is an Equal Opportunity Employer and is happy to provide reasonable accommodations to applicants at any step of the application process. If you need assistance in this regard, or are having technical difficulties, please contact the Human Resources office at 530-898-6811 or [csejobs@csuchico.edu](mailto:csejobs@csuchico.edu) prior to 5:00 pm on the document deadline date. 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.

**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.