Position Opening

POSITION: Project Coordinator
STATUS: Part-Time / Non-benefited / Non-exempt
COMPENSATION: $21.00 - $22.00 per hour
DEPARTMENT: Department of Chemistry and Biochemistry
LOCATION: CSU Chico Campus; Hybrid
RECRUITMENT ID: 029

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: Come join the vibrant Department of Chemistry and Biochemistry at the California State University, Chico (CSU, Chico) as a 3-year Project Coordinator! Sponsored by the U.S. Department of Energy (DOE), the candidate will be recruiting participants from diverse backgrounds and groups historically underrepresented in the research community from CSU, Chico, San Jose State University (SJSU), and local community colleges from each university’s service area. The selected applicant will also sustain a positive, inclusive, safe, and professional research and training environment for all participants. The candidate will work closely with a multidisciplinary team from SJSU and Lawrence Livermore National Laboratory (LLNL) to facilitate mentorship pairing and professional development opportunity for all participants. This work is expected to retain and graduate more than 90% of participants and jumpstart the careers of two postdoctoral scholars within three years. The candidate will help develop a model on techniques to retain and prepare a diverse STEM population.

Under the supervision of Prof. So at CSU, Chico, the job duties of the Project Coordinator tentatively include the following:
- Recruit and retain underrepresented minorities, first-generation college students, and women participants
- Facilitate student orientation sessions
- Organize professional development workshops, conferences, and team building activities
- Setup and manage a website for the DOE project E. manage social media accounts to promote diversity, equity, and inclusion efforts
- Facilitate mentorship pairing between participants at CSU, Chico, SJSU, and LLNL
- Coordinate travel for students, postdoctoral fellows, and principal investigators

EMPLOYMENT STANDARDS:
Required:
- A bachelor's degree
- Proficiency in Microsoft Office programs such as Word, Outlook, PowerPoint and Excel.
- Proficiency in verbal and written communication skills to collaborate effectively in a team environment
- Proficiency in professional digital media usage, including social media platforms
- Organizational and time management skills and track record of exceptional customer service
Preferred:

- Demonstrated knowledge and experience in problems facing low-income and first-generation students
- Proven experience working with college students in event planning and outreach capacities.
- Bilingual fluency in English and Spanish

COMPLIANCE REQUIREMENTS:

- Candidate must be in possession of valid driver's license and automobile liability insurance. Participation in the DMV Employer Pull Notice Program (driving record) is required. The candidate will be required to update their insurance with Chico State Enterprises Human Resources when necessary.
- 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 December 1st, 2023. Documents submitted after this date may not be considered.

- Resume
- Chico State Enterprises Application
- Cover Letter
- Contact information for three professional references

BY DROP BOX: https://csuchico.app.box.com/f/1eea457e87734942bda3c3e73acbf126
BY EMAIL: 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 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.