Position Opening

POSITION: Career Exploration Assistant
STATUS: Part-time / Non-benefitted / Non-exempt
COMPENSATION: $16.00 - $17.00 per hour
DEPARTMENT: Upward Bound
LOCATION: Chico State Upward Bound Projects, SSC 392, CSU Chico
RECRUITMENT ID: 036

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: Upward Bound is a federally funded grant that serves first generation, low-income high school students in northern California in their pursuit of higher education. We provide academic support, career and college counseling, and a robust residential summer program that includes college prep classes and an afternoon internship program.

The Career Exploration Assistant works under the supervision of the Career Exploration Coordinator to develop, organize, and implement the Upward Bound career exploration component. One third of our students are paid through a supplemental state grant (Workforce Innovation and Opportunity Act, WIOA) and those students go through an intensive intake and monitoring process that the Career Exploration Coordinator oversees. The assistant will work closely with the Career Exploration Coordinator to accomplish the following tasks:

- Establish and maintain relationships with local businesses and organizations in order to place Upward Bound interns at their establishments
- Organize worksite and student orientations
- Communicate with Colusa, Glenn, Sutter, and Yuba County One Stops to verify employment eligibility of minors
- Assist with payroll management and monitoring worksites
- Maintain confidential files and digital documents on CalJobs.com
- Organize and assist with safety protocols for minors
- Assist with the transportation (driving) of minors to and from their assigned internship sites
- Personal time off not permitted from May through July; applicant must be available to work their scheduled shift with little to no accommodations

EMPLOYMENT STANDARDS:

- Must be available from 9:00 AM – 6:00 PM Monday through Thursday during the months of June and July 2024.
- Applicants must maintain good academic standing and be able to make independent decisions.
- Undergraduate students must be enrolled in and complete a minimum of 6 units;
- Graduate students must be enrolled in and complete a minimum of 4 graduate level units.
- Applicants should be sensitive to the experience of students with disabilities and students from low-income, academically disadvantaged, and ethnically diverse backgrounds. Ongoing participation in training sessions is required for employment.
• All Upward Bound staff, and volunteers must pass a Livescan & National Sex Offender Database background check as a pre-employment requirement.

Requirements:

• CSUC undergraduate or graduate student
• Strong interpersonal skills and ability to develop trustworthy relationships with professionals
• Highly organized individual
• Intermediate knowledge of Google Workplace and/or Microsoft Office (Word, Excel, PowerPoint, Outlook)

Preferred:

• Experience working in an office setting (answering phones, filing, etc.)
• Experience networking with local businesses
• Student in related field (Business, Administration, Rec & Hospitality, etc.)

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.

HOW TO APPLY:
To be considered, submit the following documents by December 8th, 2023. Documents submitted after this date may not be considered.

• Resume
• Chico State Enterprises Application
• Unofficial Transcripts

BY DROP BOX: https://csuchico.app.box.com/f/34e4722ec3f14600a9981f3527461724
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.