Position Opening

POSITION: Project Manager I: Data & Publications
STATUS: Full-Time /Benefited / Hourly / Non-Exempt
COMPENSATION: $60,000 - $80,000 per year
DEPARTMENT: Center for Regenerative Agriculture
LOCATION: Center for Regenerative Agriculture & Resilient Systems (CRARS). This position is likely to be a combination of in-office and remote work.
RECRUITMENT ID: 039
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: The successful applicant will be responsible for data management for the Center for Regenerative Agriculture & Resilient Systems (CRARS); data analysis; and technical writing and publication development and support, including the preparation of manuscripts, research reports, poster presentations, and oral presentations, as directed by the Center Director and Project PIs. The position is responsible to the CD and will work directly with faculty, staff, research partners, and students from diverse backgrounds and across multiple disciplines. The position will also assist the Center Director (CD) with Graduate Student support for the Interdisciplinary Master’s Degree Program in Regenerative Agriculture. This individual is expected to contribute to ongoing funding and development efforts for sustainability of the Center (e.g., proposal development, leveraging and/or creating partnership and program opportunities).

Responsibilities include the following:

- Data management, statistical analysis, and dissemination of research results.
- Co-create a data management system for multiple projects and datasets.
- Coordinate and maintain data management systems for the Center and related project PIs.
- Complete technical writing tasks including (but not limited to) data summaries, research reports, presentations, scientific publications, funding proposals.
- Support the CRARS research program with technical writing and data analysis.
- Grant writing and provides support to the grant application process.
- Under the direction of the CD, coordinate and work directly with research teams (faculty, staff, partners and graduate students) to ensure deadlines are met, schedule writing and/or review meetings, and obtain all necessary final approvals prior to publication of research reports and publications.
- Under the guidance of CD, will provide support to ISD MS Regenerative Agriculture Graduate Students, including program information, class scheduling, GS processes, research and/or project support.
- Regular communication with the project team, partners, consultants and collaborators.
- Participate in project meetings and other project-related events.
- Support project evaluation activities.
- Project communication, dissemination and reporting.
- Other duties, as assigned.
EMPLOYMENT STANDARDS:
- MS degree in agroecology, regenerative agriculture, agronomy, soil science, or related field with field experiment experience.
- Technical writing experience (a sample of technical writing is required) including scientific peer reviewed publications and grant writing.
- Knowledge and experience with field experiments and scientific method/experimental design.
- Knowledge and experience with sustainable/regenerative farming practices.
- Proficient with all Microsoft Office products, mastery in Excel.
- Statistical analysis skills – experience with R or other statistical analysis software.
- Ability to communicate effectively with federal and state staff, faculty, coworkers, agricultural producers, landowners, conservation planning professionals, and other stakeholders.
- Bilingual preferred.
- Ability to navigate federal and state agencies to understand required reporting standards and expectations.
- Excellent oral and written communication skills.
- Organizational skills and the ability to prioritize tasks.
- Responsible, punctual, self-directed, persistent with follow-up and task-oriented with strong problem-solving skills.
- Ability to adapt and demonstrate flexibility in a fast-paced, evolving work environment while meeting established deadlines.
- Must have excellent people skills and work well as a member of a team.
- Supervising staff/students/interns, as assigned.
- Must have the ability to take direction and dynamically adjust to feedback.
- Other duties, as assigned.

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.

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

BY DROP BOX: https://csuchico.app.box.com/f/2b598026466b46ff8a48e43a2e4497e2
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.