Position Opening

POSITION: Project Director
STATUS: Full-time / Benefitted / Exempt
COMPENSATION: $65,000 per year
DEPARTMENT: College of Behavioral and Social Sciences
LOCATION: CSU Chico, Butte Hall
RECRUITMENT ID: 040

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: Reporting to the Dean of the College of Behavioral and Social Sciences, the Project Director supervises and meets weekly with all staff implementing grant activities. The Project Director is also responsible for the implementation of the Undergraduate Student Research Program. This role will also hire and train staff as needed, manage the project budget, assist with assessment/evaluation activities, assist with reporting requirements, and serve as a liaison between the U.S. Department of Education Program Manager and the Chico State representatives working on this project.

EMPLOYMENT STANDARDS:
- Master’s degree preferred.
- Five years of administrative management and supervisory experience preferred.
- Experience in providing academic and student support services at the postsecondary level.
- Grant writing experience.
- Budget management experience,
- Excellent communicator, and a good problem solver.

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 27th, 2023. Documents submitted after this date may not be considered.
- Resume
- Cover Letter
- Chico State Enterprises Application
- Contact Information of Three Professional References

BY DROP BOX: https://csuchico.app.box.com/f/44cdb5124dc243879e934ec5caeb40d3
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.