Position Opening

POSITION: Administrative Coordinator (For current CSE Employees only)
STATUS: Full-time / Benefitted / Non-exempt
COMPENSATION: $28.00 - $30.00
DEPARTMENT: Center for Regenerative Agriculture & Resilient Systems (CRARS)
LOCATION: The Center for Regenerative Agriculture and Resilient Systems (CRARS), Holt 381
RECRUITMENT ID: 051
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: Working under the direction of the Leadership Team, the incumbent supports the mission and goals of the Center for Regenerative Agriculture & Resilient Systems (CRARS). The AC plays a critical role in creating and supporting a positive work environment; maintaining positive interpersonal communications among staff, faculty, and students; and ensuring the smooth and efficient operation of the Center, including working to streamline processes, manage resources, and support the overall functioning of the workplace. The incumbent will perform a variety of tasks across multiple domains, requiring flexibility, creativity, and strong problem-solving abilities. The AC will be responsible for the following activities: managing purchasing processes, coordinating independent contractor agreements and subawards; managing hiring processes with HR on behalf of the search committees, supporting personnel onboarding-processing, and timesheets; processing check requests, billing, and invoicing; providing general accounting, budgeting, and ONE Solution reporting; providing general administrative support to the CRARS leadership team and department program managers; and overseeing student employees and interns working on various projects. The incumbent will also manage the Center’s email and telephone systems, and develop routine correspondence to ensure timely responses and appropriate routing of inquiries. The AC may be asked to coordinate the Center’s calendar, meetings, appointments, and events including field days, workshops, conferences, webinars, or other educational/outreach activities and the associated travel arrangements.

Program Administration:
• Support the planning, organizing, developing, promotion, and execution of workshops, seminars, guest lectures, and other events/activities, as assigned.
• Provide support to other department- or college-hosted events, lectures, and receptions throughout the year including room scheduling for meetings and events; speaker travel and speaker reimbursements.
• Manage all aspects of the organization’s office services: Evaluate and assist in developing office policies and procedures for improved workflow and anticipate future needs as the organization grows.
• Assist in the selection of vendors; obtain bids, as needed; develop sole source justifications; and purchase equipment, services, and supplies necessary for the operation of the organization.
• Manage a variety of special projects (e.g., research, prioritize, and follow up on issues and concerns identified by or presented to the leadership team. Research, analyze, and develop
approaches to administrative processes and policies. Coordinate on-campus outreach campaigns to faculty and students. Prepare documents, reports, and presentations.)

- Serve as a liaison to Chico State Enterprises (CSE) staff, providing communication, coordination, and problem-solving support to CRARS leadership, program managers, and affiliated faculty to ensure timely processing of CRARS-related transactions.
- Provide a structure for Office Reception.
- Supervise support staff and students, as assigned.

Budget Administration and Reporting:

- Monitor and maintain foundation budgets and accounts.
- Prepare and maintain records of communication to foundation and private funding sources, including timely thank you notes and a record of annual donors and contributors.
- General accounting, budgeting, and ONE Solution reporting.
- Maintain financial records, and generate project financial reports (e.g., budget to actuals for multiple accounts; current and projected staffing expenditures).
- In collaboration with the leadership team, develop annual organizational budgets.
- Support unit's procurement and purchasing activities; monitor procurement activities against project budgets; assist program managers with project re-budgeting, as needed.

Administrative Support:

- Provide support for department meetings, such as notifying staff and faculty; taking and disseminating minutes; preparing materials; and arranging meeting space, catering services or audio/video equipment.
- Maintain the Center’s calendar; and provide scheduling support, as needed.
- Coordinate and provide support to arrange travel for Center staff.
- Develop and maintain contact lists; provide information and service to a wide range of internal and external contacts (e.g., university administrators and faculty, collaborators, and partners).
- Support and maintain ongoing communication and service to the CRARS Leadership Council (e.g., arrange and handle all logistics for Council meetings and events: schedule meetings; draft agendas; develop, compile, and distribute presentation materials; and record meeting minutes).
- Collect, compile and disseminate quarterly program updates.
- Troubleshoot and resolve computer and office-related equipment problems; request service as needed, maintain supplies and equipment inventory.
- Create and process purchase orders, check requests, billing, invoicing, and account transfers.
- Process independent contractor agreements and subcontract agreements.
- Support HR-related activities for all Center staff: post new job descriptions; coordinate hiring processes with HR, including personnel onboarding/processing, training requirements, and processing of timesheets; process Personnel Action Forms (PAFs) to assign staff to specific projects; provide support to the annual evaluation process.
- Post new student positions on Handshake, schedule and conduct student interviews and training.
- Maintain and create a positive learning environment with student interns, employees, and CRARS personnel.
• Ensure materials and reports for signature are accurate and complete; proofread and check typed and other materials for accuracy, completeness, and compliance with Chico State Enterprises and departmental standards, policies, and procedures.

EMPLOYMENT STANDARDS:

Knowledge:
• Expertise in using office software packages (e.g., Microsoft Word, Excel, and Outlook), technology, and systems. Thorough knowledge of office systems, methods, procedures and practices.
• Fluency in using standard office equipment (computers, copiers, phones).
• Knowledge of the University and CSE policies and procedures.

Skills:
• Active problem-solving and effective interpersonal skills as work often involve front-line contacts with a variety of campus and community individuals.
• Demonstrate competence with verbal and written communication.
• Typing and keyboarding skills.
• Strong interpersonal skills.
• Works well in a team setting.

Abilities:
• Interpret independently, apply a variety of complex policies and procedures, and use judgment and discretion to act when precedents do not exist.
• Ability to anticipate needs, think critically, and offer solutions to problems with a high level of professionalism and confidentiality.
• Understand problems from a broad perspective and anticipate the impact of office administration problems and solutions on other areas.
• Perform business math, analyze budgetary data, and make accurate projections requiring some inference.
• Effectively write and present own reports using judgment and discretion in selecting and analyzing information for inclusion.
• Use negotiation and persuasion skills to achieve results and expedite projects.
• Effectively handle a broad range of diverse interpersonal contacts, including those at a high level and those sensitive in nature.
• Manage the constantly changing policies and procedures with CSE, while maintaining positive and productive working relationships with all staff.

Education and Experience:
• This position requires a fully functional knowledge of and skill in standard office procedures and practices, as well as an ability to understand and operate in a variety of organizational structures.
• These qualifications, and those listed above, would normally be obtained through completion of a high school program, technical/vocational program, or their equivalents combined with
four years of related office work experience. A four-year bachelor’s degree is preferred.

Preference may be given to applicants with the following as they may be considered specialized skills:

- Working knowledge of PeopleSoft and One Solution functionality.
- Two years of full-time work experience which includes revenue and expense tracking and account reconciliation.
- Two years of full-time work experience which includes managing budgets and financial reporting.
- Experience with event planning and outreach efforts.
- Knowledge of the University infrastructure, policies, and procedures.
- Knowledge of CSE policies and procedures
- Bilingual preferred

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 30th, 2023. Documents submitted after this date may not be considered.

- Resume
- Cover Letter
- Chico State Enterprises Application

BY DROP BOX: https://csuchico.app.box.com/f/844b7b7f95734b14ad91b82fa5a0a61c
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.