Position Opening

POSITION: Professional Development and Transfer Coordinator
STATUS: Full-Time / Benefited / Non-exempt
COMPENSATION: $23.89 - $28.89 per hour
DEPARTMENT: Chico STEM Connections Collaborative (CSC²)
LOCATION: College of Natural Sciences
RECRUITMENT ID: 055

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 main goals of this program are to support Hispanic Low Income (HLI) and first-generation students matriculate through the fields of science, technology, engineering and mathematics (STEM). Working under the direction of the Director, the Professional Development and Transfer Coordinator helps Coordinate Mentoring, Professional Development, Undergraduate Research and Transfer Activities of the CSC² program within the College of Natural Sciences, and works closely with Professional Development and Transfer coordinators from the Colleges of Agriculture and Engineering, Computer Science, and Construction Management. Duties include providing individualized intensive guidance and motivational support to CSC² students; orientation of incoming students; academic advising; tutorial coordination; aid with study skills enhancement beyond tutoring; personal counseling; and assistance with career counseling. Other responsibilities include developing systems to document student activities, data collection and analysis for outcomes reporting, targeting research and summer internship experiences for students in the program, and travel for outreach Butte Community College.

EMPLOYMENT STANDARDS: Graduation from a four-year college or university (by the starting date) in natural sciences or other STEM, behavioral sciences, public or business administration, or discipline with job-related field experience. Professional experience in one of the student services program areas, or in a related field is preferred. Demonstrated ability to plan, schedule, and coordinate activities; compile and prepare written reports. Experience working in a multi-ethnic environment; prior experience in advising (personal, career, and academic counseling), and recruiting are 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 Chico State Enterprises will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information.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
- CSE Application
- Cover Letter
- Three Professional References

BY DROP BOX: https://csuchico.app.box.com/f/2c527b1788ae4266a0faf6b63acd095c
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.