Position Opening

POSITION: Program Assistant – Research and Evaluation (Internal Candidates Only)
STATUS: Part-Time/Non-Benefited/Hourly
COMPENSATION: $17.16-$20.80 per hour
DEPARTMENT: Center for Healthy Communities
LOCATION: Chico State Enterprises’ Center for Healthy Communities (CHC). This position will be eligible for partial telecommuting with the expectation of working in the office at 25 Main Street, Chico CA occasionally.
RECRUITEMENT ID: 057
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:
Under the direction of Research Managers, this Research and Evaluation Program Assistant will be responsible for overall assistance with research and evaluation activities of CHC projects. Duties of the position include the following:

• Understand and contribute to the file organization and data flow of current projects.
• Collaborate with other project staff to understand the background information for current grants and projects, what the needs are, and identify data products that can be developed to fit their needs.
• Assist and support others with programming tasks by writing pieces of, or entire scripts in R
• Assist with data collection, codebook creation, data management, creating visualizations, exploratory and statistical analysis.
• Create and contribute to research products including reports, manuscripts, websites, and interactive dashboards.
• Participate in weekly team meetings.
• Other duties as requested.

MINIMUM EMPLOYMENT STANDARDS:
• Program Assistant I: High school diploma or GED
• At least one class in upper division Applied Statistics or research methods that uses a programming language. Basic proficiency in Excel
• Basic proficiency in R
• Experience with Zoom and Microsoft programs such as Word and Power Point
• Ability to communicate with clients and colleagues via email, phone, Zoom and in person.
• Ability to work independently with remote support from Research Managers
• Ability to access stable internet.

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 December 4th, 2023. Documents submitted after this date may not be considered.

- Resume

BY DROP BOX: [https://csuchico.app.box.com/f/7b98491d90fa4fb79cb9cf6c2127324a](https://csuchico.app.box.com/f/7b98491d90fa4fb79cb9cf6c2127324a)
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.