Position Opening

POSITION: Ecological Reserves Administrative Assistant
STATUS: Part-time / Non-benefitted / Non-exempt
COMPENSATION: $17.00 - $19.00 per hour
DEPARTMENT: Big Chico Creek Ecological Reserve
LOCATION: Big Chico Creek Ecological Reserve (BCCER) and Chico office. The expectation is the position will report to work at BCCER’s downtown Chico office most of the time, with the availability to work at the BCCER’s Field Office periodically.
RECRUITMENT ID: 059
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 Administrative Assistant will provide support to the Reserves Coordinator. Responsibilities include administrative & financial elements in an office environment and programmatic elements both inside and outside the office.

Administrative Elements:
- Act as liaison between the BCCER and the Chico State campus.
- Assist with all the in-office duties such as filing, typing, copying, scanning, and recordkeeping to ensure staff communicate and work efficiently.
- Assist with coordination of staff, tools, equipment, and vehicles for visitors of the BCCER (research, field trips, workshops, etc.) through reservation website and calendars.
- Correspondence including phone, email, and schedules.
- Provide program support to the various BCCER projects and programs.
- Other duties as assigned.

Financial Elements:
- Assist with processing invoices from vendors, purchase orders and acquisitions (tools, equipment, etc.), and invoicing contractors.
- Other duties as assigned.

Programmatic Elements:
- Assist with groups using the BCCER including faculty with field trips and research activities, students with research projects. includes hosting and providing transportation services on property (4x4 passenger vehicles).
- Assist with events as needed.
- Other duties as assigned.
EMPLOYMENT STANDARDS:

Qualifications:
- Experience performing duties similar to those described above.
- 3 semesters of college credits towards a degree.
- An understanding of conservation of natural and open space resources.
- Able to use a computer (Microsoft programs, Adobe programs, and internet) and other office equipment.
- Ability to communicate well with a wide variety of constituents including volunteers, student staff and interns, visitors to the reserves, faculty, and staff.
- Manage time and complete tasks independently.
- Organizational skills.
- Ability to work on a variety of projects and tasks simultaneously.
- Possess a valid California driver's license, and a good driving record.

Preferred Qualifications:
- Proficiency in Microsoft Office products (Excel, PowerPoint, Word, etc.).
- Proficiency in Adobe Creative Cloud products (Acrobat, InDesign, Photoshop, etc.) or similar products.
- Prior administrative or assistant experience.
- Excellent written and verbal communication skills.

Additional Requirements:
- Sedentary and physical labor
- Ability to lift/carry up to 35 pounds unassisted.

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.

HOW TO APPLY:
To be considered, submit the following documents by November 30th, 2023. Documents submitted after this date may not be considered.
- Resume
- Chico State Enterprises Application

BY DROP BOX: [https://csuchico.app.box.com/f/b5dbdf44a8454a62ae50ab241f1f7299](https://csuchico.app.box.com/f/b5dbdf44a8454a62ae50ab241f1f7299)
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.