Position Opening

POSITION: Research Manager I
STATUS: Full-Time / Benefited / Hourly / Non-Exempt
COMPENSATION: $28.85 - $34.97 per hour
DEPARTMENT: Center for Healthy Communities
LOCATION: Chico State Enterprises’ Center for Healthy Communities (CHC). This position is eligible for telecommuting. Candidate must be a California resident at the start of the position.

RECRUITMENT ID: 108
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 Program Administration Managers or Directors, this entry-level Research Manager (RM) I will assist the CHC Director responsible for research and the CHC Research and Evaluation Team with data management, analysis and project reporting. The ideal candidate will have recently graduated with statistics and data management education and a minimum of academic or classroom data science experience. The CHC works across a range of social, health and policy topics, and the Research Manager may work on projects throughout this range depending on the organization’s needs and the Manager’s areas of expertise. The main type of data used in this position is process and survey data. No lab research is involved in this position.

This Research Manager I is responsible for the following Research and Evaluation (R&E) activities for CHC programs as needed which includes but is not limited to the following areas:

- Coordinate and support R&E team project tasks, related activities, deadlines and deliverables to ensure successful completion
- Mentor and support projects for student interns, and reporting staff on appropriate evaluation and research tasks to strengthen the academic mission of the university
- Train staff on R&E activities (e.g., data management, spreadsheets, etc.) as needed
- Conduct descriptive analyses of data for multiple purposes including those for program reporting and evaluation
- Attend meetings for various CHC programs and provide updates and input on R&E activities
- Assist with dissemination of program evaluations and research using typical (professional reports, posters, and publications) and atypical (websites, blog posts, news articles, class presentations) methods
- Assist other team members on developing training webinars on evaluation topics such as data collection method and processes for subcontractors
- Implement and maintain clean and organized code following best practices for reproducible research
- With the assistance of team members, identify, design and implement automation solutions for current heavy workload manual tasks (e.g., file and folder organization)
- Assist with cataloguing existing and upcoming data sources across multiple projects
- Assist with further analysis of underutilized data sources
- Support submission of data and products to an open-source digital library
General CHC responsibilities

- General knowledge of R&E deliverables across CHC grants and contracts
- Contribute to regular CHC R&E meetings in consultation with other CHC staff
- Assist Research Managers with the development of evaluation methods
- Provide necessary data collection and analysis information to Research Managers to support the submission of Institutional Review Board (IRB) applications
- Contribute to CHC’s long-term goals and strategic objectives
- Contribute to team efforts by accomplishing other assigned tasks as needed

MINIMUM EMPLOYMENT STANDARDS:

- **Research Manager I** requires a Bachelor’s degree in Statistics, Data Science, or closely related field with demonstrated data management experience
- Experience and skills with Microsoft Outlook, Excel, Power Point, Zoom and Google suite (e.g. Gmail, google forms, google sheets, etc.)
- Experience with various software systems including statistical programming or software systems, specifically RStudio
- Ability to communicate with partners and colleagues via email, phone, and Zoom
- Interpersonal, planning, writing and organizational skills
- Ability to work independently with remote support from the supervisor and other members of the CHC team
- Ability to access stable internet

PREFERRED EMPLOYMENT STANDARDS:

- Prior experience must demonstrate the ability to set priorities and deadlines to ensure projects are completed and questions and problems are responded to in a timely manner.
- The applicant should demonstrate innovative and analytical thinking and the ability to analyze problems, propose viable solutions, and assist on more than one project concurrently while working in an unstructured environment.
- Experience with various software project management tools (e.g. Click-Up).
- A personal style characterized by humility, self-awareness, accessibility, intellectual curiosity, and genuine team orientation.

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 March 15, 2024. Documents submitted after this date may not be considered.
- Resume
- Chico State Enterprises Application

BY DROP BOX: https://csuchico.app.box.com/f/5aae6557301b4c85b0876d5cad754cab
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.