Position Opening

POSITION: Staff Research Assistant
STATUS: Part-time / Non-benefitted / Hourly / Non-exempt
COMPENSATION: $23.00 - $25.00 per hour
DEPARTMENT: Center for Regenerative Agriculture and Resilient Systems
LOCATION: This position will be housed within both the Regenerative Agriculture Demonstration Lab (RAD Lab) and Aliene Valene L. Smith Museum of Anthropology as a hybrid position among on-campus, on location field sites, and remote work.

RECRUITMENT ID: 124
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: This position will support the digital curation of soil correlation boxes at various NRCS soil survey offices across California, southern Oregon, and Western Nevada.

- Incumbent will work directly with Project directors to prepare for curation efforts, on site sample handling and photography, image processing, summary and synthesis of field notes, and additional tasks as needed.
- Additional tasks could include survey and interview efforts with soil scientists, research into the origin of place names, computer-based management of data and field notes, production of basic summary documents and reports, and leading communication/coordination among CRARS affiliates and undergraduate interns.
- This position will also provide supervision and mentorship of student interns in different workplace settings and research environments.

EMPLOYMENT STANDARDS:

- Requires a bachelor’s degree - preferably in Anthropology or affiliate fields
- Experience with digital camera equipment and studio lighting
- Experience in photography documentation
- AV processing and editing and other software use
- Knowledge of museum and data curation techniques
- Ability to work outdoors in all types of weather
- Responsible, punctual, and task-oriented
- Must work well as a member of a team and have the ability to take direction
- Strong interpersonal skills

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 April 9th, 2024. Documents submitted after this date may not be considered.

- Resume
- Chico State Enterprises Application
- Cover Letter

BY DROP BOX: https://csuchico.app.box.com/f/dd9a8dc8963e44a392f57e30bc13040a
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.