Position Opening

POSITION: Assistant Program Manager  
STATUS: Full-time / Benefitted / Hourly / Non-exempt  
COMPENSATION: $60,000 - 65,000 per year  
DEPARTMENT: College of Behavior and Social Sciences, College Bound Outreach  
LOCATION: CSU, Chico Butte Hall  
RECRUITMENT ID: 125  
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 Assistant Project Manager, under supervision of the Project Manager, is responsible for coordinating College Bound Outreach, and New First Year and Transfer Student Mentoring. The successful candidate will be instrumental in orchestrating weekly individual contact and presentations on college success preparation presentations (financial literacy, academic strategies, campus engagement) and dual credit program via phone, online Zoom, text and in-person visits. The Assistant Project Manager will also collect and analyze data for performance outcomes reporting to Chico State Administration and the U.S. Department of Education. This role will also perform other job duties as assigned.

EMPLOYMENT STANDARDS:

- Bachelor’s degree preferred.
- Two years of experience in providing academic and student support services at the postsecondary level preferred.
- Experience in design/delivery of student support workshops.
- Data management skills.
- Grant management experience.
- Budget management experience.
- Experience in community outreach and education, especially targeting vulnerable populations.

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 April 11th, 2024. Documents submitted after this date may not be considered.  
- Resume  
- Cover Letter  
- Chico State Enterprises Application  
- Three References
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.