Position Opening

POSITION: Administrative Assistant
STATUS: Full-Time
COMPENSATION: $18.00 - $22.00 per hour
DEPARTMENT: Chico State Enterprises (CSE) Administration
LOCATION: 25 Main Street, Chico, CA
RECRUITMENT ID: 133-T1

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:
Reporting to the Office Operations Manager, this position provides intermediate level administrative support across multiple business functions within a dynamic environment. Use a variety of technology and software to perform routine and non-routine administrative and business systems support tasks. Provide excellent customer service and support to advance efficient business processes and operations of the organization.

Serves as the 25 Main Street building receptionist:
- Answers the main CSE phone line, transfers phone calls, and responds to customer inquiries in a polite and timely manner
- Greets and directs visitors to the correct department and suite
- Accepts or directs deliveries to the appropriate suite
- Monitors front door activities and reports safety/security concerns to the appropriate personnel

Provides administrative assistance for the office and general operations:
- Performs routine office tasks, filing, scanning, and mailing
- Orders office supplies and manages inventory
- Performs data entry
- Submits and monitors facilities tickets for the 25 and 35 Main Street buildings
- Coordinates maintenance of office equipment (i.e., copiers, postage machine)
- Maintains administrative assistant/student manual
- Updates forms and other documents for CSE Administration departments
- Assists Office Operations Manager as needed
- Completes special projects and other duties as assigned

EMPLOYMENT STANDARDS:
The position requires the equivalent of one year of general administrative experience and a high school diploma or equivalent. Additional requirements include demonstrated proficiency with Microsoft Office (specifically Outlook, Word, and Excel). In addition, the position requires the following:
- Excellent written, oral, and interpersonal communication skills
• The ability to coordinate multiple, varied administrative tasks, determine the relative importance of each, set respective deadlines, and complete all projects accordingly
• Ability to apply judgment, discretion, and initiative in a fast-paced environment
• Thorough knowledge of and experience with standard computing and office equipment, methods, procedures, and practices
• Work effectively with a diverse population and function cooperatively and productively as a member of a diverse group
• Knowledge of Adobe Creative Suite preferred
• Ability to interpret and apply a variety of policies and procedures
• Ability to sit and stand for extended periods, climb stairs, and carry up to 25 lbs.

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; 15 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 16th, 2024. Documents submitted after this date may not be considered.
• Resume
• Cover letter
• 3 Professional References

BY DROP BOX: https://csuchico.app.box.com/f/b0d912330c7f4735a0993336327fc901
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.