

Position Opening

POSITION: Program Engagement Assistant

STATUS: Part-time / Non-Benefitted / Hourly / Non-Exempt

COMPENSATION: \$16.50 - \$20.00 per hour

DEPARTMENT: Department of Recreation, College Corps Program

LOCATION: This position will be located on the Chico State Campus, ChicoStart office, and various field location in Northern California.

RECRUITMENT ID: 140

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 Engagement Assistant is responsible for supporting the member experience of the grant-funded #CaliforniansForAll College Corps program (College Corps) managed by Chico State Enterprises on behalf of CSU, Chico. The purpose of this initiative is to build the next generation of civic leaders by engaging college students in meaningful community service. Through College Corps, the Associate Director will advance three primary goals: engage college students in meaningful service opportunities that build leadership skills and civic responsibility; help students from diverse backgrounds graduate college on time and with less debt; support the work of community-based organizations focused on key local priorities (education, food security, and climate change).

Engagement Assistants will contribute to College Corps program planning, coordination, and implementation including but not limited to: promoting College Corps, recruiting and communicating with students, supporting student fellows, engaging Fellows through weekly check ins, tracking data, maintaining records, contributing to the College Corps team, and collaborating across the university. Engagement Assistants work closely with the Engagement Specialists and Associate Director of Member Experience to ensure grant goals and requirements are met regarding the student experience, community partner engagement, and campus participation. It is essential that persons in these positions understand the challenges facing contemporary university students, especially those from historically marginalized communities, and are prepared to support and advocate for these students.

Engagement Assistants work under the direction of senior project staff. Typical duties include, but are not limited to:

- Support Engagement Assistants to create meaningful service experiences for all College Corps (CC) members.
- Collect and summarize student outcome data and reporting metrics for analysis by senior staff.
- Mentor College Corps Fellows (guiding students in their academic endeavors, providing referrals to campus and community resources, and more to help foster student success).
- Support assessment of program offerings with direct impact on College Corps Fellows.
- Participates in various community and university events articulating the program's mission, goals, and objectives to students, faculty, and community members.
- Schedule regular individual and group meetings with assigned College Corps Fellows.
- Track College Corps Fellows training and service hours using student success sheets.

- Maintains confidentiality with sensitive situations and information.
- Establishes and maintains effective working relationships with faculty, students, and staff from diverse ethnic, cultural, and socioeconomic backgrounds.

EMPLOYMENT STANDARDS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required:

- Must be available and willing to work some evenings and weekends, including Thursday evenings from 5:30 – 8:30 pm.
- Must be willing and available to accompany College Corps teams on weekend training retreats and service weekends that could involve overnight stays.
- Proficient English oral and written communication skills.
- Ability to engage in program development and improvement.
- Effective problem-solving skills.
- Ability to work independently and as part of the College Corps team.
- Demonstrated ability and sensitivity to working with individuals from diverse backgrounds and with a wide range of skill levels. (Service corps like AmeriCorps and College Corps pride themselves on “getting things done” but they also have strong developmental components for success in life, work, and careers.)
- Ability to effectively manage multiple priorities and projects and trainings.
- Two years of experience with university/college students as an instructor, advisor, counselor, or mentor, para- professional, or student leader.

Preferred Skills and/or Licenses:

- A bachelor's degree, or current enrollment in a degree program at CSU, Chico or Butte College.
- Experience working with community benefit organizations or in the public sector (school, governmental agencies).
- Strong leadership skills.
- Organizational skills to take appropriate initiative and prioritize work under multiple competing deadlines, heavy workload, and overlapping activities in a complex and fast paced unit, with skills to plan, identify, and troubleshoot unforeseen issues.
- Skill in operating a personal computer utilizing varied business productivity software (e.g., Office360 Suite, Adobe, especially Acrobat), desktop publishing, and learning management systems (LMS).
- Working knowledge of learning management systems such as America Learns, Canvas, AmeriCorps' e-Grants; various social media applications, CSU, Chico information management, advising, and travel management systems are all pluses.

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.

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.

HOW TO APPLY:

To be considered, submit the following documents by **May 24th, 2024**. Documents submitted after this date may not be considered.

- Cover Letter
- Resume
- Three Professional References

BY DROP BOX: <https://csuchico.app.box.com/f/941dc19665ce4723bfa35f3d6a7d358f>

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.