Position Opening

POSITION: McNair Scholars Program Assistant
STATUS: Part-time / Non-benefitted / Hourly / Non-exempt
COMPENSATION: $22.00 - $23.00 per hour
DEPARTMENT: McNair Scholars Program
LOCATION: CSU Chico, Office of Graduate Studies
RECRUITMENT ID: 157
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).
SCHEDULE: Monday-Friday, 10 hours/week for 10-months/year

ESSENTIAL JOB FUNCTIONS: The Ronald E. McNair Postbaccalaureate Achievement Program is a federal TRIO program funded by a grant from the Department of Education. Its purpose is to prepare Chico State undergraduate students for graduate studies, particularly doctoral studies, through involvement in research and other scholarly activities. The program provides support to eligible first-generation college students with financial need and members of other groups traditionally underrepresented in graduate education.

This position provides essential support and assistance to the McNair Project Director and McNair Research Program Coordinator and performs higher-level project administrative tasks.

Program support:
• Assisting with preparation and facilitation for student orientation sessions, workshops, and team activities
• Managing workshop, events, and student meeting schedules
• Preparing and processing student scholar fellowship paperwork
• Reception duties including answering the phones, greeting guests, and answering student inquiries
• Provide support for collaborative efforts between McNair Scholars Program, Graduate Studies, Grant partners, and TRIO partners

Program communication:
• Writing and posting campus announcements, creation of promotional material, and composing email communications to McNair participants and other campus partners

Social Media Support:
• Creation and management of program social media sites to promote diversity, equity, and inclusion efforts

EMPLOYMENT STANDARDS:

Required:
• Minimum 2 years program support or office experience
• Proficiency in Microsoft Office programs such as Word, Outlook, PowerPoint, and Excel
• Proficiency in Peoplesoft and student records management
• Proficiency in digital media usage including social media platforms
• Excellent verbal and written communication skills to collaborate effectively in a team environment
• Track record of excellent customer service
• Organization skills and ability to prioritize tasks
• Experience with graduate education programs and processes

Preferred:
• Work experience with diverse college students including those with disability, first-generation, low-income, and other underrepresented individuals
• Bilingual

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.

HOW TO APPLY:
To be considered, submit the following documents by June 10th 2024. Documents submitted after this date may not be considered.
• Resume
• Cover Letter
• Three Professional References
• Chico State Enterprises Application

BY DROP BOX: https://csuchico.app.box.com/f/a221d8fe98b24c0cb7877b3a5f24be25
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.