Position Opening

POSITION: Administrative Assistant
STATUS: Part-time / Non-benefitted / Hourly / Non-exempt
COMPENSATION: $23.00 - $26.00 per hour
DEPARTMENT: Project Rebound
LOCATION: This is a hybrid work environment that is eligible for partial telecommuting. In-person is in Butte Hall on the California State University, Chico campus
RECRUITMENT ID: 179
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: Chico State’s Project Rebound is seeking to hire a part-time administrative assistant to support the operations of the program. The assistant will provide clerical and secretarial assistance, budgetary support, and other general office support and maintenance. Chico State’s Project Rebound is housed under the Chico State Division of Student Affairs while our funds are housed in Chico State Enterprises. The assistant will regularly coordinate with both entities regarding funds, scheduling, and other relevant areas. Since Project Rebound is a new program on campus, the assistant will be expected to support program development and planning, such as the development of databases, forms, and programming.

Chico State’s Project Rebound launched in August 2023 and is housed under the Division of Student Affairs. It currently has 20 students enrolled and is run by the executive director and a small staff team. Project Rebounds are state funded student success programs for formerly incarcerated students in the California State University (CSU) System. First started at San Francisco State University in 1967 by formerly incarcerated professor John Irwin, between 2016 and 2023 Project Rebound expanded to 18 other CSU campuses. Project Rebounds provide academic advising to current and prospective students, financial assistance, employment and leadership opportunities, career guidance, and a social support network consisting of faculty, students, staff and alumni that can advocate on their behalf and/or help them navigate the college experience. Read more about Project Rebounds across the state in the 2022 annual report which you can access here: https://www.calstate.edu/impact-of-the-csu/government/Advocacy-and-State-Relations/legislativereports1/Project-Rebound-Report-2022.pdf.

Chico State’s Project Rebound, like all Project Rebounds, prioritizes the hiring of those with direct incarceration experience.

About the Division of Student Affairs:
The Division of Student Affairs directly supports the recruitment, retention, graduation, and satisfaction of California State University, Chico students by providing comprehensive and integrated student services programs for all students. It is committed to supporting an equitable environment for all members of the campus community and is dedicated to creating an inclusive atmosphere of academic excellence that embraces social justice in all areas of diversity.

Typical duties include, but are not limited to, the following:
General Office Support
• Answer the phone and greet in-person visitors to the Project Rebound Drop In Center
• Maintain the voicemail;
• Order and maintain supplies; maintain standard and electronic files for the effective running of the drop in center;
• Schedule staff meetings; maintain student employee schedules; assist in the scheduling of outreach and other events.

Budgetary Support
• Work with the Chico State Enterprises program analyst assigned to Project Rebound and, when needed, the Division of Student Affairs to maintain the Project Rebound budget;
• Process and manage purchase requisitions and purchase orders in a timely manner;
• Manage student staff timesheets (due bi-weekly).

Program Support
• Maintain databases related to Project Rebound students, such as the Drop in Center sign in sheets, Interest forms, and student needs files;
• Assist the executive director and program coordinator in compiling the annual report required by the state of California;
• Work with the executive director and program coordinator in program development and expansion.

EMPLOYMENT STANDARDS:

Minimum Qualifications
• High school diploma or GED required;
• Minimum 1 year program support or office experience;
• Excellent English verbal and written communication skills, including thorough knowledge of English grammar, punctuation, and spelling;
• Strong MS Office skills, especially Excel and Teams, as well as working knowledge of BOX and Google-based apps;
• Ability to quickly learn new office support technology systems and software packages
• Working knowledge of budget policies and procedures;
• Ability to perform standard business math, such as calculate ratios and percentages, track financial data, and make simple projections;
• Excellent analytical, interpersonal, and strong decision-making skills;
• Strong organizational skills, ability to manage multiple priorities well, and to handle projects with short deadlines with extreme attention to detail;
• Ability to work independently and in a team-based environment;
• Desire to work at a new organization and to support the development of its infrastructure and programming.

Preferred Qualifications
• Detailed knowledge of Chico State and / or Chico State Enterprises infrastructure, policies, and
procedures;

• Working knowledge of One Solution, CSU Marketplace, and other relevant Chico State Enterprises financial tools;
• Spanish verbal and written communication skills;
• Direct or indirect experience with incarceration.

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 August 2nd, 2024. Documents submitted after this date may not be considered.

• Resume
• Cover Letter
• Three Professional References

BY DROP BOX: https://csuchico.app.box.com/f/1d21922e0716411c8776c40ef6c9876b
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.