

POSITION OPENING

CHICO STATE ENTERPRISES

25 Main Street, Suite 206 | Chico, California 95928-5388 | Phone 530-898-6811 | Fax 530-898-3391 | www.csuchico.edu/cse

POSITION: Administrative Specialist

Full-Time / Benefited / Hourly / Non-Exempt

RECRUITMENT ID: 777

COMPENSATION: \$17.66 - \$19.53 per hour; Pay rate is determined based on applicable experience.

LOCATION: Passages; Candidate must be a California resident at the start of the position

ESSENTIAL JOB FUNCTIONS: Under the general supervision of the Director of Passages Area Agency on Aging, this position coordinates agency-wide administrative duties working cooperatively with various departments.

- Assignments include billing, inventory, and fleet management, time sheets, routine correspondences.
- Assists in the development of the Area Plan which includes preparing requests for proposals, research, public notifications and hearings, and data management.
- Provides technical assistance to agency subcontractors.
- Provides support services for the Area Agency on Aging Advisory Council.
- Other duties as assigned.

EMPLOYMENT STANDARDS:

- Ability to consistently represent Passages in a positive and professional manner.
- Demonstrated attention to detail in communication and work product.
- Must possess strong organizational and planning skills; good oral and written communication; ability to work independently and meet deadlines.
- Must possess strong computer competencies include Microsoft Word and Excel.
- 2 years of progressively responsible administrative experience required and may substitute completed college course work.
- Bachelor's degree in Social Science, Gerontology, Public Health, or related field desirable but not required.
- Experience/education in the field of aging/long-term care services is desirable.
- Bilingual skills (Spanish-English) are desirable.
- 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 Chico State Enterprises will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information.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.

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 **September 5, 2021**. Documents submitted after this date will not be considered.

- Resume

BY DROP BOX: <https://csuchico.app.box.com/f/4c1e7c190d9d4098b1e57a1300a8e910>

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.

DISCLOSURE OF CAMPUS CRIME STATISTICS

CSU, Chico's Annual Security Report includes summaries of institutional policy relating to campus safety, drug and alcohol use, sexual assault, and other matters. The report is published in compliance with the Clery Act and includes three years of certain crime statistics that occurred in Clery Act defined geography. A paper copy of the report may be requested in person at CSU, Chico Police Department or by calling (530) 898-5555. It is also available on the web at 2020 Annual Security Report.

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. Prospective applicants with a disability may request and receive reasonable accommodation during the application and selection process.