POSITION: Administrative Specialist  
Full-Time / Benefited / Hourly / Non-Exempt  
RECRUITMENT ID: 777  
COMPENSATION: $18.00 per hour  
LOCATION: Passages Administration; 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:
- Related administrative experience preferred.
- Bachelor’s degree in Social Science, Gerontology, Public Health, or related field desirable but not required.
- Years of experience may be substituted by years of completed college course work.
- Experience/education in the field of aging/long-term care services is desirable.
- 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.
- 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 Chico State Enterprises will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information.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.
- The CSU and Auxiliaries will require faculty, staff, and students who are accessing campus facilities to be immunized against COVID-19. In order to meet the September 30th requirement, employees at CSU, Chico, should wait no longer than August 16th to obtain their first vaccination shot. The systemwide policy is currently under development. Selected candidates should be prepared to comply with this requirement.
- Compliance training completion (approx. 4 hours of work time) is required of this position within the first 30 days of work.

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%).

APPLICATION REQUIREMENTS: Application and announcement can be located on our website. In order to be considered, applicants must submit the following:
- Resume

APPLICATION DEADLINE: Open until filled. Applications can be submitted:

**BY EMAIL:**
csejobs@csuchico.edu

**BY DROPBOX:**
https://csuchico.app.box.com/f/4c1e7c190d9d4098b1e57a1300a8e910

DISCLOSURE OF CAMPUS CRIME STATISTICS
An annual security report disclosing crime statistics for California State University, Chico can be obtained by contacting the Chico State University Police Department (530) 898-5372 or by accessing the following Website:
http://www.csuchico.edu/up.

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.
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For questions, please contact the Chico State Enterprises recruitment team at csejobs@csuchico.edu or visit our website at http://www.csuchico.edu/cse/

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.