

# 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](http://www.csuchico.edu/cse)

**POSITION:** Aging Program Specialist  
**Full-Time / Benefited / Hourly / Non-Exempt**  
**RECRUITMENT ID:** 780

**COMPENSATION:** \$18.00 per hour

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

**ESSENTIAL JOB FUNCTIONS:** The Aging Program Specialist provides administrative support to the Program Manager of Passages Caregiver Resource Center.

- Assists with quarterly reports and tracking program expenditures; maintain spreadsheets for financial/client data
- Prepare payment requests, requiring independent judgement of client eligibility and funding
- Interpret service guidelines set forth by funders, tracking services for each client
- Communicate professionally with potential guest speakers, assisting with contracts
- Responsible for procurement, requiring an understanding of procurement policies
- Enter assessments with extreme accuracy and efficiency, using problem solving skills to solve any issues
- Create flyers and ads, work with vendors to post advertisements
- Answer phones and provide information on program, complete intakes
- Other duties as assigned

#### EMPLOYMENT STANDARDS:

- Requires a minimum of 2 years of progressively responsible administrative experience which would enable the essential functions as stated above to be performed. Years of experience may be substituted by years of completed college course work.
- Must be able to work as part of a team in addition to being a self-learner who can solve problems, and work independently.
- Strong organizational and planning skills; good oral and written communication; ability to meet deadlines.
- Must possess computer competencies including Microsoft Word, Excel, Publisher & PowerPoint
- 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 Chico State Enterprises will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information.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%).

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

- Cover letter
- Resume
- Three professional references

**APPLICATION DEADLINE:** Application deadline is August 9, 2021. Applications can be submitted:

#### BY EMAIL:

[csejobs@csuchico.edu](mailto:csejobs@csuchico.edu)

#### BY DROPBOX:

<https://csuchico.app.box.com/f/34751000ae1146ad8ad62832f620b5d1>

For questions, please contact Chico State Enterprises Human Resources office:

**BY PHONE:** (530) 898-6811 or **VISIT OUR WEBSITE:** <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.

#### 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.