

# POSITION OPENING

CHICO STATE | ENTERPRISES

25 Main Street, Suite 203 | Chico, California 95928-5388 | Phone 530-898-6811 | Fax 530-898-6021 | [www.csuchico.edu/cse](http://www.csuchico.edu/cse)

**POSITION: Program Administration Manager Level I-II (32-40 hours/week)**  
**Full-Time / Benefitted / Hourly / Non-Exempt**

**RECRUITMENT ID: 781**

**LOCATION:** Center for Healthy Communities (CHC), 25 Main Street. This position would likely be a combination of in office and remote work. Candidate must be a California resident at the start of the position.

**COMPENSATION: Pay commensurate with experience and education**

**PAM I: \$25.49-\$36.31/hr. An employee new in this classification will typically start at the base of this range.**

**PAM II: \$30.46-\$43.38/hr. An employee new in this classification will typically start at the base of this range.**

**ESSENTIAL JOB FUNCTIONS:** Under the direction of the supervisor and in collaboration with the CHC fiscal team, the Program Administration Manager (PAM) will be primarily responsible for a range of specialized administrative and business activities including day-to-day fiscal and contract development, tracking and analysis, and compliance activities and communication with CHC staff, funders, subcontractors, community partners and Chico State Enterprises (CSE) staff.

As a member of the PAM team, will begin to support the organization's financial goals and funding portfolio, begin to support Project Directors, Program Managers, and subcontractors regarding contract reporting and invoicing documentation, to help the PAM team meet financial and contract requirements.

In addition, the PAM will:

- Begin to support subcontractor fiscal requirements and begin to initiate processes that include invoicing and budget revisions.
- With guidance, begin to manage pre-award and post-award fiscal requirements for individual projects. Responsibilities associated with these requirements include, but are not limited to:
  - Tracking fiscal expenditures, providing invoice support and reviewing back up documentation
  - Assisting with budget development for proposals and/or subcontractors
  - Beginning to develop and submit budget revisions
  - Supporting journal entries, cost share tracking
- Provide input and fiscal analysis for overarching Center objectives.
- Begin to understand contract language and different types of contracts to help support contract negotiation, execution, and/or amendments in collaboration with team members, CSE and funders.
- Help gather documentation for desk reviews and/or audits.
- Begins to participate in CHC committees and/or Center-wide discussions and decisions.
- Become knowledgeable of funder and CSE guidelines and procedures and complete assigned tasks with supervisor guidance.
  - Ability to understand and apply laws, regulations, and policies with guidance.
- Become aware of the impact that program implementation has on budgets, invoices, and other fiscal or contractual requirements.
- Be strategic, forward thinking, and problem solve to enhance management of grants/contracts.
- Become aware and follow standard practices and procedures in analyzing situations or data.
- Mentor and help supervise other members of the fiscal team, including student interns and staff.
  - Help keep tasks on track for team members and offer constructive feedback. Have an awareness of strengths and weaknesses of team members and self; able to align tasks/role to best suit strengths of team members; ensure staff cohesiveness and collaboration across teams.
  - Employs performance management strategies such as setting individual and team goals, reviews and assesses progress toward goals, and develops the knowledge, skills and abilities of members within the team.
- Attend and begin to help facilitate staff training on contract and fiscal requirements.
- Begin to contribute to team efforts by supporting and completing other assigned tasks as needed.

#### 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.

- Experience with Microsoft office programs (Excel, Word, PowerPoint, etc.)

**MINIMUM EMPLOYMENT STANDARDS:**

- PAM I: Some professional work experience preferred but not required.
- PAM II: Requires a minimum of 3 years or equivalent amount of time (approximately 6 years at half-time, etc.) of professional work experience with increasing responsibility in budget and contract administration tasks.
- Bachelor's degree required
- Level differentiation and compensation are based on years of professional work experience, level of supervision needed to carry out essential job functions, level of responsibility and complexity of tasks, and ability to work independently.
- The applicant must possess strong interpersonal, planning, writing and organizational skills; ability to distill and explain complex concepts

**PREFERRED EMPLOYMENT STANDARDS:**

- Experience with management of federal and state contracts and grants
- A personal style characterized by humility, self-awareness, accessibility, intellectual curiosity and a genuine team orientation

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

- Resume

**APPLICATION DEADLINE:** Open until filled.

Applications can be submitted:

**BY EMAIL:**

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

**BY DROPBOX:**

<https://csuchico.app.box.com/f/d02f525de4cf4de292503b4d90611e2c>

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.

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