POSITION: Senior Analyst
Full-Time / Benefited / Hourly / Non-Exempt
RECRUITMENT ID: 796
COMPENSATION: $23.00 - $28.00 per hour
LOCATION: North State Planning and Development Collective – Center for Economic Development (CED); Candidate must be a California resident at the start of the position

ESSENTIAL JOB FUNCTIONS: Under the general supervision of the Project Managers, the Senior Analyst performs duties associated with the management and coordination of all applied research projects for the CED. The successful applicant’s daily job duties will include:
- Assisting Project Managers with identification of grants and funding opportunities, as well as assisting with the development of funding proposals.
- The Senior Analyst will be responsible for writing funding narratives with guidance from Project Managers, and may be asked to assist with developing project scopes, schedules and budgets.
- The ideal Senior Analyst will have the ability to work effectively with diverse stakeholders to identify needs to be addressed in grant proposals.
- Additionally, the Senior Analyst will work with the Project Managers to guide student research assistants in acceptable research methods and assist as they collect primary survey data.
- The Senior Analyst will keep abreast with the priorities of federal, state, local, nongovernmental and private sector partners and understand important trends in funding programs.

EMPLOYMENT STANDARDS:
Qualifications
- Requires Bachelor’s degree or higher with preferred experience in technical writing and economic development. The applicant’s field of study should be related to economic development, workforce development, data support, community development, governmental administration and planning and/or rural communities.
- Ability to communicate effectively, both orally and in writing.
- Ability to research funding opportunities and identify opportunities ahead of request for proposals release.
- Ability to research refereed literature and government documents to support proposals.
- Ability to identify and collect data to support funding proposals and projects.
- Advanced skills with Microsoft Word and Excel.
- Demonstrated experience in preparing and delivering effective written and oral reports.

Physical and Mental Requirements
- Organizational skills and the ability to prioritize tasks.
- Ability to adjust to change in a fast paced, constantly changing environment (i.e. work environment, technology) and work within deadlines.
- Ability to work independently under general direction and function cooperatively and productively as a member of a unit.

Environmental Working Conditions
- The physical environment requires the employee to work both inside and outside in heat/cold, wet/humid, and dry/arid conditions.

Additional Requirement
- Must possess a valid California driver’s license and a good driving record.

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

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.
accred (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:** Application deadline is August 23, 2021.

Applications can be submitted:

- **BY EMAIL:** csejobs@csuchico.edu
- **BY DROP BOX:** https://csuchico.app.box.com/f/2eed26d296874dca10a3188f8043fb

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.