POSITION OPENING

POSITION: Assistant Recruiter
Full-Time / Benefited / Hourly / Non-Exempt
RECRUITMENT ID: 801
COMPENSATION: $20.00 - $25.00 per hour
LOCATION: This position is with the CLASS grant project within the CSU, Chico School of Education. This a federally funded grant program through the U.S. Department of Education; Candidate must be a California resident at the start of the position

ESSENTIAL JOB FUNCTIONS: The Assistant Recruiter will be working under the direction of the Project Director and working in concert with the CME Grants Coordinator and the CME Office of Outreach, Research and Grant’s Office staff. This position is responsible for recruitment and project advising to determine eligibility of CLASS participants for the pre-baccalaureate program and the teacher residency credential program and tracking of all project participants as they move through their respective programs. The individual will:

- Perform moderately complex professional student support service as it applies to the goals and objectives of the project.
- Initiating and maintaining a variety of physical and electronic files and records, including the creation of spreadsheets and/or databases of project participants and activities.
- Maintain, gather, and analyze participant and project data and information for various purposes including processing participant applications that may include tracking, monitoring and coordinating participant files.
- Track, monitor, coordinate and/or compile project activities.
- Develop program calendars.
- Assist with coordination of training events and meetings.
- Participate in minor travel for outreach events.
- Assist with outreach presentations and relevant communication methods.
- Assist with social media management and design.
- Recruitment of project participants through collaboration with on- and off-campus agencies.
- Participation with on-campus, community college, regional and school district recruitment fairs to conduct outreach to eligible participants.
- Assist in communication with various program advisors.
- Assist with general clerical functions that support project recruiting, professional development activities, such as promotional materials and email correspondence to project participants.
- Handling and/or directing incoming phone calls.
- Project data entry and retrieval.
- Monitoring operational data and assisting with the preparation of appropriate reports (including Annual Performance Reports), documents and records.
- Requisitioning materials and supplies.
- Working with the Project Director, Faculty representatives for both programs, and Grants Coordinator to assist in overseeing the budget.

EMPLOYMENT STANDARDS:
- The successful candidate must be able to effectively interact with prospective and active project participants, as well as a variety of on- and off-campus, partner school district personnel and community constituents.

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

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.
Applications can be submitted:
  • BY EMAIL: csejobs@csuchico.edu
  • BY DROP BOX: https://csuchico.app.box.com/f/22bf2c43c579469aba36cea8c18d253c

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.