POSITION: Project Coordinator  
Part-Time / 10.5 Month / Non-Benefited / Hourly / Non-Exempt  
RECRUITMENT ID: 802  
COMPENSATION: $22.00 - $25.00 per hour  
LOCATION: Cultivating a Culture of Entrepreneurial Mind-Set and Undergraduate Research (CEMUR) is a project funded by the National Science Foundation Hispanic Servicing Institution Division’s Improving Undergraduate STEM Education (IUSE) initiative; Candidate must be a California resident at the start of the position  
ESSENTIAL JOB FUNCTIONS: The purpose of the CEMUR project is to implement course-based undergraduate research experiences, including the integration of entrepreneurial skills development, as the Course-based Undergraduate Research and Entrepreneurship (CURE-E) model. Faculty training and development is a central feature along with rigorous evidence- and data-generating educational research activities. 

The project goals include:  
Enhancing the quality of undergraduate STEM education.  
- Establish a faculty-training program in CURE pedagogy and entrepreneurial skills.  
- Increase the use of CURE pedagogy in STEM barrier courses.  
- Increase integration of entrepreneurial training and development in STEM barrier courses. 

Increasing retention and graduation rates of undergraduate students pursuing degrees in STEM.  
- Decrease DFW rates in CURE courses.  
- Foster the development of students’ STEM identity and social integration.  
- Decrease student migration from STEM to non-STEM programs of study. 

Conducting a rigorous, mixed methods social science research project to deepen understanding of STEM student success in the context of an HSI-designated primarily undergraduate university.  
- Disseminate research findings (peer-referenced journals, conferences, and campus venues).  
- Use findings to inform the project and support data-driven adjustments.

The primary job duties of this position are assisting the Project Director with coordination, outreach and communication, and other activities and responsibilities.  
Coordination (60%)  
- Outreach, recruitment, and selection of STEM faculty to participate in project activities, including CURE-E faculty training summer institute and faculty learning community activities.  
- Implementation of the CURE-E faculty training summer institute (first week of June) and faculty learning community activities.  
- By providing support for all activities relating to implementing the CURE-E model, faculty learning community, and implementation of the CURE curriculum within the STEM disciplines.  
- Compiling data and preparing status reports for project stakeholders.  
- Preparing and disseminating programmatic reports (to granting agencies and other key stakeholders).  
- Researching and evaluating granting sources relating to undergraduate research opportunities (traditional and course-based).  
- Preparing grant proposals that support undergraduate research at CSU, Chico.

Outreach and Communications (40%)  
- Maintaining contact with the project leadership team, partners, and advisory team members through regular correspondence and meetings.  
- Maintaining regular contact with on-and off-campus stakeholders.  
- Facilitating meetings with Principal/Co-Principal Investigators, CURE-E faculty, Project Director, advisory team, and project partners to assist in the improved delivery of project goals.

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.
• Participates in meetings with Principal and Co-Principal Investigators to report on the progress of the project to consult and develop plans for the further implementation and improvement of the program.
• Manages project website and Slack platform.

EMPLOYMENT STANDARDS:
• Bachelor’s degree in STEM discipline, education, or closely related field required.
• Requires three years of experience working in higher education.
• Experience in facilitating events, workshops, or educational activities to large and diverse groups.
• Demonstrated interpersonal skills, sensitivity, and the ability to relate to students and faculty.
• Possess professional writing and public speaking abilities; computer proficient including Microsoft Word and Excel; ability to manage multiple projects/tasks and adhere to deadlines.
• Knowledge and experience in developing and maintaining effective working relationships with faculty, students, and administrators in higher education preferred.
• Knowledge and experience in undergraduate research preferred.

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

Applications can be submitted:
• BY EMAIL: csejobs@csuchico.edu
• BY DROP BOX: https://csuchico.app.box.com/f/ce59f530865d435198daf680edf1b3a

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

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