POSITION: GIS Assistant II
Full-Time / Benefited / Hourly / Non-Exempt
RECRUITMENT ID: 804
COMPENSATION: $16.23 per hour
LOCATION: North State Planning and Development Collective – Geographical Information Center; Candidate must be a California resident at the start of the position

ESSENTIAL JOB FUNCTIONS: Working closely with the GIS Analyst and under the general supervision of the Project Manager, the incumbent works on various geospatial projects. Examples of duties include:
- Support of GIS development, data input and maintenance for the Center.
- Assisting on a multitude of GIS projects.
- Assisting with collecting and processing GPS data.
- Assisting project managers in scanning, data entry, and data analysis and metadata development and update.
- Assisting with basic cartographic output.

EMPLOYMENT STANDARDS:
- Enrollment in or completion of a Certificate or Degree program in GIS.
- Requires a minimum of six months experience working in a GIS position or related fieldwork on GIS projects.
- Experience with ESRI products and other enabling technologies.
- Good understanding of relational databases.
- Familiarity with GPS technology and equipment.
- Good organizational skills.
- Ability to prioritize tasks.
- Ability to adjust to change in a fast paced, constantly changing environment (i.e. work environment, technology).
- Work within deadlines.
- Ability to function cooperatively and productively as a member of a unit.
- Ability to establish and maintain effective working relationships with GIS staff and clients.
- Ability to follow directions and a willingness to learn.
- Communicate effectively verbally and in writing.
- The incumbent must be a self-learner who can solve problems, and work independently with minimal supervision.

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


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.