POSITION OPENING

25 Main Street, Suite 206 | Chico, California 95928-5388 | Phone 530-898-6811 | Fax 530-898-3391 | www.csuchico.edu/cse

POSITION: Technology Coordinator (25 hours per week/Flexible)  
Part-Time / Non-Benefited / Hourly / Non-Exempt  
RECRUITMENT ID: 810  
COMPENSATION: $23.00 - $25.00 per hour  
LOCATION: Regional and Continuing Education (RCE) - Osher Lifelong Learning Institute (OLLI); Candidate must be a California resident at the start of the position

ESSENTIAL JOB FUNCTIONS: The Technology Coordinator for the Osher Lifelong Learning Institute (OLLI) provides project management for various OLLI processes and activities, including online course and membership registration, and assists in integrating technology in the existing instructional curriculum and in all programmatic areas using technology.

- May work alternate hours to accommodate RCE and OLLI meetings and special events.
- Provide leadership and technical expertise to staff in the planning, implementation, and evaluation of effective instructional technology throughout the OLLI program.
- Manage the educational management system (CampusCE) for OLLI, including interfacing with vendor, system updates, and staff and member training.
- Oversee registration process with defined procedures, including paper registration, class scheduling, waitlist management, and facility scheduling.
- Assist in the development of policies and procedures regarding technology issues.
- Compile, maintain, and file all physical and computerized reports, records, and other documents required.
- Develop training options and improvement plans for technology to ensure best operation of programs.
- Maintain OLLI database and Box directory.
- Liaison with classroom technology team.
- Coaches instructors in expert use of instructional technology resources.
- Support instructors around digital citizenship, digital media, and the responsible use of technology.
- Provide regular updates to Program Director.
- Other functions may be assigned as deemed necessary.

EMPLOYMENT STANDARDS:

- Bachelor’s degree preferred, with emphasis in business administration and/or management.
- Using technology to deliver content and facilitate engagement online and in person.
- Managing current version of Windows OS workstations.
- Utilizing Microsoft Office tools such as Word, Excel, PowerPoint, and Access for productivity tasks.
- User training in a variety of applications.
- Is fiscally responsible with the organization’s equipment, property, and funds.
- Knowledge of curriculum design and implementation
- Ability to develop and deliver technology training to adult learners
- Knowledge of and ability to conduct peer coaching or mentoring for staff and instructors;
- Experience in vendor, volunteer, and office management with sound grasp of administrative policies and procedures.
- Strives to exceed stakeholder expectations through excellent customer service and responsiveness to faculty, staff, students, and program partners.
- Represents the Chico State Enterprises, CSU, Chico, and Regional & Continuing Education (RCE) promoting a positive public image.
- Acknowledges, respects, and values each individual.
- Applies the highest standard of excellence to the delivery of service to students and the academic community.

DISCLOSURE OF CAMPUS CRIME STATISTICS

CSU, Chico’s Annual Security Report includes summaries of institutional policy relating to campus safety, drug and alcohol use, sexual assault, and other matters. The report is published in compliance with the Clery Act and includes three years of certain crime statistics that occurred in Clery Act defined geography. A paper copy of the report may be requested in person at CSU, Chico Police Department or by calling (530) 898-5555. It is also available on the web at 2020 Annual Security Report.

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.
• Demonstrates an open, participatory, team-oriented style; works cooperatively toward the achievement of RCE’s mission and goals; and demonstrates flexibility and adaptability regarding changes.
• Keeps commitments. Notifies supervisor if a deadline cannot be met by describing what measures can be taken to correct the situations.
• Maintains knowledge and skills at a level necessary to perform work.
• Adheres to established work hours including starting time and lunch and rest breaks. Provides appropriate planning and notices for all absences.
• Adheres to the highest level of professionalism by demonstrating honesty, integrity, and reliability. Encourages others to act in this professional manner.
• Demonstrates the ability to establish and maintain cooperative working relationships effectively with racial, ethnic, linguistic, disability, and socioeconomic groups.
• Proactively evaluates business processes and recommends/implements process improvements and plans for action to enhance organizational effectiveness.
• Demonstrates a commitment to lifelong learning and professional development.
• Shows initiative and thinks comprehensively about the role of this position in achieving RCE’s mission to develop and deliver innovative educational programs and services.
• Candidate must be in possession of valid driver's license and automobile liability insurance.
• Satisfactory completion of a background check (including a criminal records check) is required for employment. Chico State Enterprises will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to satisfactorily complete the background check may affect the continued employment of a current Chico State Enterprises employee who was conditionally offered the position.

HOW TO APPLY:
To be considered, submit the following documents by September 28, 2021. Documents submitted after this date will not be considered.
• Resume

BY BOX: https://csuchico.app.box.com/f/22337e4701e6498c96e4483a74e3c3b5
BY EMAIL: csejobs@csuchico.edu

Paper applications will not be accepted; however, Chico State Enterprises is an Equal Opportunity Employer and is happy to provide reasonable accommodations to applicants at any step of the application process. If you need assistance in this regard, or are having technical difficulties, please contact the Human Resources office at 530-898-6811 or csejobs@csuchico.edu prior to 5:00 pm on the document deadline date. 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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