**POSITION:** GIS Assistant III  
Full-Time / Benefited / Hourly / Non-Exempt  
**RECRUITMENT ID:** 826  
**COMPENSATION:** $17.57 per hour  
**LOCATION:** Geographical Information Center, California State University, Chico; 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
- A minimum of one year experience working in a GIS position or related fieldwork on GIS projects
- Experience with ESRI products and other enabling technologies, especially ArcInfo and ArcView
- Good organizational skills
- 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 with minimal supervision
- CSE is collecting information from current employees and new hires in process to comply with this CSU system policy. Job candidates who receive a contingent offer of employment will be required to complete a self-certification process prior to receiving a final offer of employment. A candidate will be asked to certify whether they are fully vaccinated, are in the process of becoming fully vaccinated, will request a medical or religious exemption, or do not plan to access any campus/CSE facilities or participate in any in-person work. Questions regarding this process should be directed to the CSE HR team at csehr@csuchico.edu.

**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%).

**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.

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.
HOW TO APPLY:
Application review begins December 6, 2021. To be considered, submit the following documents by December 6, 2021:

- Resume
Optional documents include:
- CSE Application
- Cover Letter
- Three Professional Documents

BY DROP BOX: https://csuchico.app.box.com/f/ba8e63e12e7c4141a1a790721e6caa69
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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AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
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