POSITION OPENING

POSITION: Professional Development Coordinator
Full-Time / Benefited / Hourly / Non-Exempt

RECRUITMENT ID: 827

COMPENSATION: $22.71 - $27 per hour

DEPARTMENT: College of Engineering, Computer Science, and Construction Management – MESA Engineering Program (MEP)/Chico STEM Connections Collaborative (CSC2) – Engineering, CSU Chico

LOCATION: This position will likely be a combination of in office and remote work until further notice due to COVID-19; Candidate must be a California resident at the start of the position

ESSENTIAL JOB FUNCTIONS: The main goals of this program are to support Hispanic Low Income (HLI) and first – generation students matriculate through the fields of science, technology, engineering, and mathematics (STEM). Working under the direction of the Director, the Professional Development Coordinator (PDC) is responsible for professional development activities and scheduling, organizing, and hiring academic tutors, implementation of financial literacy workshops, and coordinating with other first-generation partners on campus. Professional development activities include organizing mock interviews, managing resume writing workshops, and developing student work plans. Other responsibilities include coordinating undergraduate research assistantships with faculty mentors and students, and collaborating with computer science camp faculty. The PDC will also solicit industry and agency partners to participate in organized events that benefit current students.

EMPLOYMENT STANDARDS:
Graduation from a four-year college or university (by the starting date) in engineering, computer science, and construction management or other STEM, behavioral sciences, public or business administration, or discipline with job-related field experience
Professional experience in one of the student services program areas, or in a related field is preferred
Demonstrated ability to plan, schedule, and coordinate activities
Ability to compile and prepare written reports
Experience working in a multi-ethnic environment

Prior experience in advising (personal, career, and academic counseling), and recruiting are preferred

• 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 Chico State Enterprises will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information.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.
• 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.

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.
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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%).

HOW TO APPLY:
To be considered, submit the following documents by April 29, 2022. Documents submitted after this date will not be considered.
• Resume
Additional Required Documents:
• Chico State Enterprises Application
• Cover Letter
• Three Professional References

BY DROP BOX: https://csuchico.app.box.com/f/55f9c139947d4a7fa4127d1c92673621
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.