POSITION OPENING

POSITION: University Competence Center Office and Contract Assistant
Full-Time / Benefited / Hourly / Non-Exempt
RECRUITMENT ID: 828
COMPENSATION: $17.24 - $24.56 per hour
LOCATION: SAP UCC Competence Center (SAP Academic Hosting Center). This position will be telecommuting until further notice due to COVID-19; Candidate must be a California resident at the start of the position

ESSENTIAL JOB FUNCTIONS: Under the supervision of the Director of the SAP UCC, this position is responsible for serving as a contact point and general liaison with the Chico State Enterprises Contracting Unit. Duties include corresponding with UCC member schools; securing accurate customer contact information and incorporating same into draft standard end user agreements; transmitting draft agreements; responding to email inquiries; interpreting policies; maintaining logs of pending agreements and renewals; conducting follow up on late agreements and payments; matching documents to corresponding office files; performing general office duties as needed, including time sensitive duties such as coordinating timesheet submission, event management, and processing payments; and assisting UCC Director and other staff with preparation of travel request forms, claims, and other documents.

EMPLOYMENT STANDARDS:

Required:
• Bachelor’s Degree required
• Minimum 1-year prior experience performing the essential job functions and duties described above
• Prior experience demonstrating proficiency with the Microsoft Office Suite, specifically MS Word, Excel, and Outlook
• Ability to be detail oriented and work independently while at the same time being part of a team-oriented environment
• Learn quickly and communicate effectively with those contacted in the course of work
• Able to maintain a service-oriented attitude

Desired:
• Excellent oral and written communication skills, experience with completing standard business forms, creating, and updating spreadsheets, scanning, and saving documents
• Experience in SAP and budgeting
• Bilingual Spanish/English skills

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 Chico State Enterprises will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information.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

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.
- 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](mailto:csehr@csuchico.edu).

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