POSITION OPENING

POSITION: Office Manager
Full-Time / Benefited / Hourly / Non-Exempt
RECRUITMENT ID: 841
COMPENSATION: $18.00 - $21.11 per hour
LOCATION: The TRIO Upward Bound Program is located in the Student Services Center, Room 392 on the California State University, Chico campus. Candidate must be a California resident at the start of the position.

ESSENTIAL JOB FUNCTIONS: Under the immediate supervision of the Director, the Office Manager will provide overarching support for all Upward Bound staff in general operations. The Office Manager will be expected to work Monday-Friday during normal business hours as this position is the front-line entry point for the organization. This position is currently funded through August 2023, with a strong probability of renewal as it has been funded at CSUC since 1966. The program identifies, recruits and provides services to 317 low-income, first-generation college bound students from 16 high schools in the CSU, Chico service area.

The types of administrative tasks include the following:

- Oversee the main office area and train, supervise and mentor student assistants;
- Prepare mass mailings for distribution to students, parents and target schools;
- Screen and distribute mail, telephone calls and visitors to appropriate staff;
- Assist with participant recruitment process (data entry, contacting target schools, scheduling interview appointments, on-boarding of new participants, etc.);
- Maintaining electronic Box folders for staff; Prepare and proofread written material and correspondence for distribution to target schools, partners and participant;
- Resource to others in the office to support general office functions such as maintaining copiers/printers, use of copier/scanner/printers, sending/receiving faxes;
- Maintain confidential participant files;
- Order and inventory-supplies and equipment;
- Update daily and master annual calendars with program events and activities;
- Responsible for vehicle reservations, CSUC room reservations and other facilities as needed;
- Schedule appointments and meetings for program staff;
- Take minutes at weekly staff meetings and distribute to staff;
- Serve as a backup for timesheet processing and mileage reimbursement;
- Facilitate safety coordination for the unit and inform staff of safety plan;
- Assist with planning and coordination of large-scale program events.
EMPLOYMENT STANDARDS: The position requires the equivalent to three years of general clerical experience, including at least one year in a supervisory capacity. Additional requirements include demonstrated proficiency with Microsoft Office (specifically Word, Excel and Outlook). Bilingual in Spanish or Hmong is highly desirable. In addition, the position requires the following:

- Thorough knowledge of correct English, grammar, spelling, and punctuation;
- Thorough knowledge of office methods, procedures, and practices;
- The ability to coordinate many different clerical tasks, determine the relative importance of each, set respective deadlines, and complete all projects accordingly;
- Ability to interpret and apply a variety of complex policies and procedures consistently; Ability to apply judgment, discretion, and initiative in performing administrative work of average difficulty;
- Prepare clear and concise correspondence;
- The ability to plan, organize and supervise the work of others; train student assistants;
- The ability to read and write at a level appropriate to the duties of this position;
- Establish and maintain cooperative working relationships with faculty, staff, and others;
- Work a flexible schedule with occasional overtime (vacation may be restricted or limited during peak workload periods);
- Work effectively with a diverse population and function cooperatively and productively as a member of a diverse group.
- Possess organizational skills in a fast-paced environment;
- Must possess or be eligible for and obtain a valid California Driver's License;
- Ability to sit and stand for extended periods, climb stairs and carry up to 25 lbs.;
- Use standard office equipment.
- Candidate must be in possession of valid driver’s license and automobile liability insurance. Participation in the DMV Employer Pull Notice Program (driving record) is required. The candidate will be required to update their insurance with Chico State Enterprises Human Resources when necessary.
- 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.

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 **February 17, 2022**. Documents submitted after this date will not be considered.

- Resume

**BY DROP BOX:** [https://csuchico.app.box.com/f/4bd47cc89cf44ee5a199eba10432626b](https://csuchico.app.box.com/f/4bd47cc89cf44ee5a199eba10432626b)

**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.