POSITION OPENING

POSITION: Grant Student Assistant (Chico State only)
Part Time / Non-Benefited / Hourly / Non-Exempt

RECRUITMENT ID: 855

COMPENSATION: $15.00 - $18.00 per hour depending on experience

LOCATION: Computational Literacy Across Secondary Settings (CLASS); This position will be in-person with possible telecommuting until further notice due to COVID-19; Candidate must be a CA resident at the start of the position

ESSENTIAL JOB FUNCTIONS: The Grant Student Assistant will primarily support the needs of a large five-year grant. The student will work closely with the project’s director, program coordinator, recruitment coordinator and assistant to participate in various research, marketing, administrative, and technical activities.

- Prepare materials for submission to grant agencies and Chico State Human Subjects Committee review.
- Conduct recruitment activities to attract and sustain equity, diversity, and inclusion into the teacher profession.
- Provide ready access to all experimental data for the faculty researcher and/or supervisor.
- Request or acquire equipment or supplies necessary for the project.
- Manage and respond to project-related emails and phone calls.
- Assist with maintenance of website materials.
- Attend project and team meetings.
- Assist with professional development workshops and other meetings, as necessary.
- Assist in event coordination, digital graphics, and administrative paperwork duties.
- Summarize project results.
- Prepare other related articles, reports, and presentations.
- Collect and analyze data.
- Assist in managing various digital marketing campaigns and analytics.
- Assist in managing social media presence and relevant, professional update.

EMPLOYMENT STANDARDS:
- Must be an enrolled student at Chico State.
- Experience with Office, Graphic Design, and Google products.
- Experience and interest in social media and public engagement.
- Good communication skills, attention to detail, and time management.
- 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 Chico State Enterprises will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information.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 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.
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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.

BENEFITS: 24 hours of Sick Leave per year.

HOW TO APPLY:
To be considered, submit the following documents by May 6, 2022. Documents submitted after this date will not be considered.

- Resume

BY DROP BOX: https://csuchico.app.box.com/f/99bc1b68496e48aeb0f704069562a204
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.