POSITION OPENING

25 Main Street, Suite 206 | Chico, California 95928-5388 | Phone 530-898-6811 | Fax 530-898-3391 | www.csuchico.edu/cse

POSITION: Assistant Project Director
Full-Time / Benefited / Hourly / Non-Exempt
RECRUITMENT ID: 856
COMPENSATION: $27.00 - $30.00 per hour
LOCATION: This position will be telecommuting and on Chico State campus as needed. Candidate must be a California resident at the start of the position.

Cultivating a Culture of Entrepreneurial Mind-Set and Undergraduate Research - CEMUR is a project funded by the National Science Foundation Hispanic Servicing Institution Division’s Improving Undergraduate STEM Education (IUSE) initiative.

The purpose of the CEMUR project is to implement course-based undergraduate research experiences, including the integration of entrepreneurial skills development, as the Course-based Undergraduate Research and Entrepreneurship (CURE-E) model. Faculty training and development is a central feature of the project as well as rigorous evidence and data-generating educational research activities. The Assistant Project Director is assisting and collaborating with the Project Director/Co-PI and the Project Coordinator in implementing the day-to-day management of the CEMUR project.

The Assistant Project Director facilitates assists project staff in the coordination of planning and implementation of the project activities; maintains diverse levels of communication and relations with granting agencies, project staff, as well as collaboration with campus administrators, faculty, department chairpersons, program directors and staff; implements goals and objectives of the IUSE HSI project components, which includes maintaining records, and necessary data used to evaluate the growth and accomplishments of the project; attends and participates in various on-and off-campus activities related to optimizing the success of undergraduate research experiences on CSU, Chico’s campus.

The project goals include:
Enhancing the quality of undergraduate STEM education.
- Establish a faculty-training program in CURE pedagogy and entrepreneurial skills.
- Increase the use of CURE pedagogy in STEM barrier courses.
- Increase integration of entrepreneurial training and development in STEM barrier courses.

Increasing retention and graduation rates of undergraduate students pursuing degrees in STEM.
- Decrease DFW rates in CURE courses.
- Foster the development of students’ STEM identity and social integration.
- Decrease student migration from STEM to non-STEM programs of study.

Conducting a rigorous, mixed methods social science research project to deepen understanding of STEM student success in the context of an HSI-designated primarily undergraduate university.
- Disseminate research findings (peer-referenced journals, conferences, and campus venues).
- Use findings to inform the project and support data-driven adjustments.

ESSENTIAL JOB FUNCTIONS:

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.
The main job duties of this position include planning and coordination (25%), administration (20%), communication (30%), faculty recruitment and Summer Institute development and implementation (25%) and other activities and responsibilities.

**Planning/Coordinating (25%)**
Assist the Project Director/Co-PI and work in collaboration with the Project Coordinator to:
- Facilitate the planning of the goals, objectives, and activities for each of the components with periodic evaluation and status reports to the Project Director.
- Works collaboratively with the CURE Coordinator to implement the faculty training summer institute.

**Administration (20%)**
Assist the Project Director/Co-PI and work in collaboration with the Project Coordinator to Compiles data, and prepares status reports for project stakeholders.
- Prepares and disseminates reports (programmatic and financial to granting agencies, and other key stakeholders).
- Researches and evaluates granting sources relating to undergraduate research opportunities (traditional and course-based).
- Prepares grant proposals that support undergraduate research at CSU, Chico.
- Oversees the facilitation of the evaluation process administered by the project evaluator and makes necessary steps for improvement or plans for growth based on the evaluation outcomes.
- In collaboration with the CURE Coordinator, oversees the facilitation of the research process administered by the project educational researchers.

**Communications (30%)**
Assist the Project Director/Co-PI and work in collaboration with the Project Coordinator to:
- Maintains regular contact with key on-and-off campus stakeholders.
- Facilitates consultation and meetings with Principal/Co-Principal Investigators, CURE-E faculty, CURE Coordinator, advisory team, and project partners to assist in the improved delivery of project goals.
- Meets with Principal and Co-Principal Investigators to report on the progress of the project in order to consult and develop plans for the further implementation and improvement of the program.

**Faculty Recruitment and Summer Institute Development and Implementation (25%)**
Assist the Project Director/Co-PI and work in collaboration with the Project Coordinator to:
- Provide outreach, recruitment, and selection of STEM faculty to participate in project activities including CURE-E faculty training summer institute and faculty learning community activities.
- Develop and implement the CURE-E faculty training summer institute and faculty learning community activities.
- Other duties as assigned to assist the Project Director and collaborate with the Project Coordinator Qualifications.

**EMPLOYMENT STANDARDS:**
- Bachelor’s degree in STEM discipline, education, or closely related field required.
- Requires three years of experience working in higher education.
- Experience in project management, facilitating events, workshops, or educational activities to large and diverse groups.
- Demonstrated interpersonal skills, sensitivity, and the ability to relate to students and faculty.
- Possess professional writing and public speaking abilities; computer proficient including Microsoft Word and Excel; ability to manage multiple projects/tasks and adhere to deadlines.
- Satisfactory completion of a background check (including a criminal records check) is required for employment. Chico

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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](mailto:csehr@csuchico.edu).

**PREFERENCE**

- Experience in project administration.
- Knowledge and experience in developing and maintaining effective working relationships with faculty, students, and administrators in higher education.
- Knowledge and experience in undergraduate research.

**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 11, 2022**. Documents submitted after this date will not be considered.

- Resume
- Cover Letter
- CSE Application
- Three Professional References

**BY EMAIL:** [csejobs@csuchico.edu](mailto: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](mailto: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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