POSITION OPENING

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

POSITION: Human Resources Student Assistant (Current CSU, Chico Students Only)
Part-Time / Non-Benefited / Hourly / Non-Exempt

RECRUITMENT ID: 857
LOCATION: This position will be telecommuting until further notice due to COVID-19; Candidate must be a California resident at the start of the position. Chico State Enterprises Human Resources Office.

COMPENSATION: $15.25 per hour

ESSENTIAL JOB FUNCTIONS: Support the HR and Payroll office team through the following areas of focus:
- HRIS and Excel data entry
- Process job applications, enter for tracking, organize files for hiring department access
- Process Personnel Action Forms
- Process employee separations
- Maintain electronic records
- Distribute forms and follow-up on compliance related deadlines
- Assist customers with HR-related questions
- Complete special HR and payroll projects as assigned

EMPLOYMENT STANDARDS:
Required:
- Must be a student at CSU, Chico enrolled in a minimum of 4 units for graduate and 6 units for undergraduate students during Fall and Spring semesters
- Must be available for at least 3-hour blocks of time
- Must be available to work during summer and winter breaks
- Excellent customer service skills, organization skills, and attention to detail
- Ability to maintain focus and professionalism despite frequent interruptions and overlapping deadlines
- Ability to maintain strict confidentiality and accuracy
- Ability to type 35 words per minute
- Working knowledge of Microsoft Office Suite, computers, and copiers
- 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 Chico State Enterprises will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information.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 eehr@csuchico.edu.

Preferred:
- Junior or senior in Fall 2022 in the College of Business with a Human Resources Management (HRM) option
- Prior experience in an office setting performing similar duties

HOW TO APPLY: To be considered, submit the following documents by TBD. Documents submitted after this date will not be considered.
- Cover letter
- Resume
- Schedule of availability for current class schedule

APPLICATION DEADLINE: Application deadline is April 18, 2022. Applications can be submitted:

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.
DISCLOSURE OF CAMPUS CRIME STATISTICS
An annual security report disclosing crime statistics for California State University, Chico can be obtained by contacting the Chico State University Police Department (530) 898-5372 or by accessing the following Website:
http://www.csuchico.edu/up
AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
BY BOX:  https://csuchico.app.box.com/f/356a2ce32f1240ebea161d6af5905bc38
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.