Position Opening

POSITION: Human Resources Assistant

STATUS: Full-time / Benefitted / Hourly / Non-Exempt

COMPENSATION: $19.73 - $21.81 per hour

DEPARTMENT: Chico State Enterprises - Human Resources

LOCATION: Chico State Enterprises, 25 Main Street, Chico, CA. This position will be eligible for hybrid telecommuting.

RECRUITMENT ID: 992

RESIDENCY: Candidate must be a California resident. Chico State Enterprises is not a sponsoring agency for staff and management positions (i.e. H-1B Visas).

ESSENTIAL JOB FUNCTIONS: Chico State Enterprises is seeking a creative, energetic, hard-working employee to assist in integral processes and functions of the human resources office. Duties will include:

- Assisting a diverse audience of customers with HR-related questions.
- Processing personnel action forms.
- Processing new hires and employee separations.
- Completing data entry into multiple systems related to onboarding, separation, and employment verifications.
- Scanning personnel files, helping student employees achieve success, and multitasking to meet changing demands.
- Processing incoming and outgoing mail.
- Other duties as assigned.

EMPLOYMENT STANDARDS: Requires a high school diploma or equivalent and two years of relevant experience in human resources or administration. The incumbent must exhibit:

- Excellent written and verbal communication skills.
- Ability to assess and prioritize multiple tasks and projects.
- Ability to work within deadlines and complete projects.
- Ability to maintain strict confidentiality.
- Proficiency with MS products (Word, Excel, and Outlook).
- Ability to maintain a customer service-oriented attitude, and the ability to maintain focus despite frequent interruptions.

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 Chico State Enterprises will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information.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.
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 July 10, 2023. Documents submitted after this date may not be considered.

- Resume

BY DROP BOX:
https://csuchico.app.box.com/f/fb2cab9f05be4ea4ab29152264c658a0

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.

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.