POSITION OPENING

POSITION: Office Manager
Full-time / Benefited / Hourly / Non-Exempt

RECRUITMENT ID: 694

COMPENSATION: $18.00 per hour

LOCATION: The TRIO Upward Bound Program is located in the Student Services Center, Room 392 on the California State University, Chico campus. This is a five-year federal grant position (currently in year 2) with strong probability of renewal. Upward Bound provides college preparation assistance to low-income, first generation, college bound high school students in the CSU, Chico service area. Upward Bound has been continually funded at CSU, Chico since 1966.

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.

The types of Administrative tasks include the following:
- Resource to others in the office to support general office functions such as sending faxes, loading paper in copiers/printers, use of copier/scanner/printers, sending/receiving faxes;
- Prepare and proofread written material and correspondence for distribution to target schools, partners and participants;
- Maintain confidential participant files;
- Order and inventory supplies and equipment;
- 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, etc.);
- Update daily and master annual calendars with program events and activities;
- Responsible for acquiring vehicle and CSU, Chico room reservations and other facilities as needed;
- Supervise the main office area and train, supervise and mentor student assistants;
- Schedule appointments and meetings for program staff;
- Become trained in HR related tasks to be a backup for timesheet processing and personnel action forms processing;
- 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 full-time 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;
- To learn, interpret and apply a variety of complex policies and procedures consistently;

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

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.
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 coworkers and students 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 staff;
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.

**APPLICATION REQUIREMENTS:** In order to be considered, applicants must submit the following:
- Chico State Enterprises [application](#)
- Cover letter
- Current resume
- Three professional references

**APPLICATION DEADLINE:** Application deadline is December 4, 2019.

Applications can be submitted:

**BY MAIL:**
Chico State Enterprises
25 Main Street, Suite 206
Chico, CA 95928-5388

**IN PERSON:**
Chico State Enterprises
25 Main Street, 2nd Floor suite 206
Chico, CA

**BY EMAIL:**
csejobs@csuchico.edu

**BY FAX:** (530) 898-3391

For questions, please contact Chico State Enterprises Human Resources office:

**BY PHONE:** (530) 898-6811 or [VISIT OUR WEBSITE](https://www.csuchico.edu/cse/)
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.