POSITION: Office Manager
Benefited / Hourly / Non-Exempt
RECRUITMENT ID: 690
LOCATION: The Center for Regenerative Agriculture and Resilient Systems (CRARS), Holt 381
COMPENSATION: $20.00 per hour

ESSENTIAL JOB FUNCTIONS:
Program Administration
• Supports the planning, organizing, developing, promotion and execution of “This Way to Sustainability” Annual Conference.
• Provides support to other department-hosted events, lectures, and receptions throughout the year including room scheduling for meetings and events; speaker travel and speaker reimbursements.

Budget Administration and Reporting
• Monitors and maintains state and foundation budgets, maintains financial records, and generates project reports
• Oversees unit’s procurement and purchasing activities.

Administrative Support
• Provides support as required for department meetings, such as notifying staff and faculty, taking minutes, preparing materials, arrange catering services or audio/video equipment.
• Maintains director’s calendar and arranges staff travel.
• Troubleshoots and resolves computer and office-related equipment problems; requests service as needed, maintains supplies and equipment inventory.

Employee Administration
• In consultation with Director, provides direction for student employees and interns.
• Posts new student positions on Handshake, scheduling and conducting student interviews, and training.
• Maintains and creates a positive learning environment with student interns and CRARS personnel.

Campus and Community Outreach
• Administers outreach for department events, activities, projects, and programs.
• Promotes projects and events using various forms of media communication, such as, YouTube, Facebook, Twitter, Constant Contact, Survey Monkey, Cascade, printed materials, etc.
• Coordinates with sustainability partners, community partners, and CSU/UC partners throughout the state on participation in CRARS events and activities.

Public Outreach
• Generates professional surveys to assess outreach to campus and greater community.
• Assist in the design, maintenance, updating and approval of Cascade webpage layouts and content.
• Creates conference proposals and web-based forms, using GoogleForms and ProposalSpace.

EMPLOYMENT STANDARDS:
Knowledge
• Expertise in using office software packages (e.g. Microsoft Word, Excel, and Outlook), technology and systems.
• Thorough knowledge of office systems, methods, procedures and practices.
• Fluency in using standard office equipment (computers, copiers, phones).
Skills
- Active problem solving and effective interpersonal skills as work often involves front line contacts with a variety of campus and community individuals.
- Demonstrated competence in understanding, interpreting, and communicating procedures, policies, information, ideas, and instructions.
- Demonstrated competence in effectively presenting standard information in writing.
- Typing and keyboarding skills.

Abilities
- Interpret independently, and apply a variety of complex policies and procedures, and use judgment and discretion to act when precedents do not exist.
- Understand problems from a broad perspective and anticipate the impact of office administration problems and solution on other areas.
- Perform business math, analyze budgetary data, and make accurate projections requiring some inference.
- Effectively write and present own reports using judgment and discretion in selecting and analyzing information for inclusion.
- Use negotiation and persuasion skills to achieve results and expedite projects.
- Effectively handle a broad range of diverse interpersonal contacts, including those at a high level and those sensitive in nature.

EDUCATION AND EXPERIENCE: This position requires a fully functional knowledge of and skill in standard office procedures and practices, as well as an ability to understand and operate in a variety of organizational structures. These qualifications, and those listed above, would normally be obtained through completion of a high school program, technical/vocational program, or their equivalents combined with four years of related office work experience.

Preference may be given to applicants with the following as they may be considered specialized skills:
- Working knowledge of PeopleSoft and OneSolution functionality.
- Two years of full-time work experience which includes revenue and expense tracking and account reconciliation.
- Two years of full-time work experience which includes managing budgets and financial reporting.
- Experience editing webpage content using Cascade.
- Experience with event planning and outreach efforts.
- Knowledge of the University infrastructure, policies, and procedures.
- Knowledge of campus budget policies and procedures.

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 (up to 24 days/year); sick leave (up to 12 days/year); employer contributions to your 403(b) retirement plan (up to 8%).

APPLICATION REQUIREMENTS: Application and announcement can be located on our website. In order to be considered, applicants must submit the following:
- Chico State Enterprises application
- Cover letter
- Current resume
- Three professional references.

APPLICATION DEADLINE: Open until filled.

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: http://www.csuchico.edu/rfdn/

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.

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.

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