

POSITION OPENING

CHICO STATE | ENTERPRISES

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

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).

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.

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 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.

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