POSITION: Student Project Coordinator
Part-Time / Non-Benefited / Hourly / Non-Exempt

RECRUITMENT ID: 709
LOCATION: Recreation Site Management; Office and various field sites across national forests in California.

COMPENSATION: $15 per hour
SCHEDULE: Up to 20 hours per week during academic year; Up to 40 hours per week during academic breaks. Must be available weekends.

GENERAL PURPOSE: Chico State Enterprises, an auxiliary of CSU, Chico, is seeking a dependable individual to assist with the Recreation Site Management – Decommissioning Project, a project sponsored by the USDA Forest Service. The position is mostly based on campus with limited North State travel during the academic term.

ESSENTIAL JOB FUNCTIONS: The Student Project Coordinator will work closely with the Project Manager and participate in various aspects of planning and implementation of field projects. Responsibilities include the following:

• Working under the supervision of the project director or project manager:
  o Assist with the organization of student employees, non-student employees, vendors, and contractors.
  o Assist with project coordination – scheduling, planning, and implementation of fieldwork.
  o Assist with small construction and demolition jobs.
  o Assist with research, pricing, and ordering of equipment or tools necessary for the project.
  o Participate in cross-training for other Recreation Site Management projects.

• Working with minimal supervision:
  o Inventory and organize tools, field kits, supplies, and gear.
  o Purchase supplies, groceries, and other items needed for fieldwork.
  o Summarize project results.
  o Complete vehicle reservation requests, HUD forms, purchase order requests, and similar project reservation and project-related forms and documents.

EMPLOYMENT STANDARDS:

• Qualifications:
  o Must be at least 21 with valid driver’s license and good driving record.
  o Must successfully complete Defensive Driver’s Training and Campfire permit.
  o Must be willing to work weekdays, weekends, and camp for multiple nights in campgrounds or open forest areas.
  o Capacity/willingness to work in extreme weather conditions.
  o Ability to lift/carry up to 50 pounds unassisted.
  o Flexible schedule – mixture of office and field work.
  o Must be willing to work with personnel who have a wide variety of backgrounds and skill sets.

• Preferred Qualifications:
  o Knowledge and experience with construction.
  o Experience with outdoors and camping.
  o Familiarity with a variety of hand tools.
  o Familiarity of spreadsheet and word processing platforms.

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.

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.
APPLICATION REQUIREMENTS: In order to be considered, applicants must submit the following. For questions about the job, please contact pgreer@csuchico.edu.

- Chico State Enterprises application
- Cover letter
  - In less than one page, express your interest in this position.
- Current resume
- Three references
- Class/weekly availability schedule

APPLICATION DEADLINE: Application deadline is March 16, 2020. 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 95928

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/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.

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AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

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