POSITION: Administrative Support Coordinator  
Full-Time / Benefited / Hourly / Non-Exempt

RECRUITMENT ID: 665

LOCATION: Seufferlein Sales Program, Glenn Hall Room 206

COMPENSATION: $15.00-$22.83 per hour, depending on experience

ESSENTIAL JOB FUNCTIONS: Under the supervision of the Executive Director, the Administrative Support Coordinator is responsible for a wide variety of clerical and office duties such as:

1. Communication Support – professionally answer phone calls, manage centralized email account, maintain/update website, and oversee maintenance of social media
2. Student Supervision – supervise student interns and act as liaison between Sales Program and student organizations (PSE)
3. Event Coordination – coordinate yearly kick-off meeting, Fall Sales Mixer, Sweet 16 Sales Challenge, Spring Sales Mixer, Western States Collegiate Sales Competition, Spring 8 Competition, and End-Of-Year Sales Award Event
4. Master Schedule Coordination – act as liaison and scheduler for all stakeholders (e.g. external organizations, professors, student organizations, sales program events, alums, and Career Center
5. Marketing Coordination –
   a) Internal marketing development & oversight
   b) External marketing development & oversight
   c) Alumni relationship management
6. Facility Coordination & Oversight – schedule & oversee role play rooms, conference room, and student work lab and provide training and problem-solving assistance for sales lab (hardware and software)
7. Budgetary Support – coordinate Corporate Partnership Foundation account and Seufferlein Foundation gift account

EMPLOYMENT STANDARDS: High school graduate (or equivalent). Completion of specialized training or college coursework in computer applications and/or office information systems is desirable. Requires a minimum of two years fulltime equivalent paid work experience performing office support functions such as those described above.

SKILLS/KNOWLEDGE/ABILITIES: The successful applicant must possess: excellent communication and customer service skills including verbal and written communication; knowledge and experience with office support technology and various software applications (e.g., Microsoft Word, Excel, Outlook); ability to maintain good working relationships with a wide range of community and campus contacts; ability to multi-task, handle interruptions and meet deadlines; ability to function cooperatively and productively as a member of a team; ability to apply a wide variety of policies and procedures where specific guidelines may not exist; ability to adjust to change (e.g., work environment, technology); ability to maintain confidentiality and use discretion as deemed necessary.

BENEFITS: Benefits 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%).

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

The CSU, Chico Research Foundation 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 Research Foundation's 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: Application and announcement can be located on our website. In order to be considered, applicants must submit the following:

- CSU, Chico Research Foundation application
- Current resume

APPLICATION DEADLINE: Application deadline is 5:00 on July 15, 2019. Applications can be submitted:

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For questions, please contact the Research Foundation Human Resources office:

BY PHONE: (530) 898-6811 or VISIT OUR WEBSITE: http://www.csuchico.edu/rfdn/

The employer is the CSU, Chico Research Foundation, a non-profit corporation serving as an auxiliary organization of California State University, Chico. Employment is considered to be at-will.